

St. Michael the Archangel Perpetual Eucharistic Adoration



Welcome to our Adoration Chapel!
We are truly blessed to have this space
and we hope that you will find this a place of peace
in the True Presence of Christ in the Eucharist.

Revised 12-29-2016

Chapel Protocol

In order to better facilitate a prayerful atmosphere, please note the following:

- a) Silence is spoken here. If you need to have a conversation with someone, then please take the conversation to the hallway.
- b) In order to keep a clean chapel and to control the appropriateness of books and other printed materials, these items will be placed in the chapel only by the pastor or by the pastoral staff. Anything left in the chapel by anyone else will be removed and discarded. There will be no exceptions.
- c) No one is to place any statue or image, or any other religious item in the chapel. Any items other than those placed with the approval of the pastor will also be removed.
- d) The same applies to plants, flowers and other decorations. The pastor will ask that our sacristy women take care of these types of items. Please do not place artificial flowers in the chapel.
- e) Only the candles in the two glass globes next to the monstrance are permitted. No other candles are to be placed in the chapel.
- f) Nothing is to be nailed, taped, or otherwise attached to the walls, windows, furnishings or finishes of this chapel.
- g) If anyone needs to have plain bottled water in the chapel, that will be fine. But no other drinks or food are permitted in the chapel.
- h) Everyone is advised that for safety and security, there are 24-hour closed circuit security cameras on the outside and inside of the Parish Ministry Center.
- i) The access code to the building and chapel is a privilege. For everyone's safety, please refrain from giving the access code out to anyone without the expressed permission of the pastor. The access code will be changed periodically.
- j) These policies may be amended or appended by the pastor at his discretion.

Who may join the adoration program?

Everyone is welcome - you do not have to be a parishioner to join. All adorers are asked to fill out an adorer information form so that we know how to contact you.

You may sign up for a weekly hour, be on a team to alternate coverage on odd or even weeks, or be a substitute.

Guests accompanied by a scheduled adorer or sub are welcome.

How do I join?

Fill out an adorer information form, available in the chapel, or on request by contacting smadorationscheduler@gmail.com

How will my personal information be used?

Your information is shared with the adoration team only so that they can contact you regarding adoration. Be sure for the email address and phone number to indicate which one(s) you wish to have listed on the schedule or sub list.

The Google email groups are closed/private and are not listed publicly. However, anything you post goes to the entire group. Only sub requests or agreements to fill a sub request should be posted.

What if I need to change any of my contact information?

You may submit a new adorer information form for extensive changes. For a change of email address, phone number, name, etc., you may also contact smadorationscheduler@gmail.com

Who may obtain the access code to the adoration chapel?

Anyone wishing to become a regularly scheduled adorer, a substitute, or a visitor drop-in must turn in the adorer information form in advance to obtain the code.

Are adorers required to subscribe to the email lists?

Any adorer with an email address will be subscribed to the **announcements** email list. These are infrequent emails pertaining to advance schedule changes (holidays), immediate weather closures, and periodic distribution of the current schedule and sub list.

Subscribing to the **substitutes** email list is optional, and an abridge/daily digest option is available.

Are substitutes required to be on the substitutes email list?

No. Joining gives you full access/notification to all needs, but is not required. You may list your email or phone number on the sub list and specify any hour(s) that you might be available to sub and are willing to be contacted for. However, most adorers post their sub requests to the email list first and would contact you individually only if they cannot easily secure a sub via email.

What do I do in the chapel?

1. Sign In: When you arrive, please sign in.

Scheduled adorers: Sign your name on the hour(s) you are there

Substitutes: Sign your name and “(sub) ” or “sub for” followed by the scheduled adorer’s name.

Visitors: Sign your name and “(visit)” after your name.

2. Adore:

While it is acceptable to genuflect on both knees when entering or leaving the chapel, according to the Church norms, genuflection on one knee is sufficient. (See *Eucharistiae Sacramentum*, from the Vatican’s *Sacred Congregation of Divine Worship*, June 12, 1973, #84, “Genuflection on one knee is prescribed before the Blessed Sacrament whether it be reserved in the tabernacle or exposed for public veneration”). For those who are unable to do so, a simple bow is sufficient.

You are welcome to kneel or sit during your hour. You may pray or read – the hour is your time with Jesus to use as you wish.

3. Leave only after being replaced: Scheduled adorers or their substitutes stay until another scheduled or substitute adorer arrives. If a visitor is signed in, you may ask if they are able to stay until the next adorers arrives, but please do not just leave and assume that they will do so.

The Blessed Sacrament is never to be left alone. If the next scheduled adorers do not arrive, please call them (there is a schedule in the back of the sign-in book with contact information).

What do I do in the case of an emergency?

If an emergency requires immediate attention, please call the rectory emergency line for assistance.

If you feel uneasy about any situation, the Worthington Police can do a routine check and can be reached at 614-885-4463 for non-emergencies.

What if I have to miss my Holy Hour?

1. If there are three or more prayer partner (others who adore at the same hour), check with them that two others plan to be there at that time. If that is the case, it is not necessary to find a substitute or trade.
2. Try to get a trade or substitute through the sub email list, calling someone on the sub list, or by asking a friend to sub. It is the adorer's responsibility to ensure they have secured a sub; do not simply announce on the email list that you will not be there on a given day.
3. If no trade or substitute is found in a timely manner, or you need assistance due to an emergency, contact your hourly coordinator, division leader, or the scheduler.

How do I request a sub via email?

Start a new message to smpeagroup@googlegroups.com. Include in the subject "sub needed", the day, date, time, and am or pm in the subject line, with any further information in the body of the message.

How do I volunteer to sub via email?

Reply to the request email.

Are prayer requests or other communications okay to post to these groups?

No. There are prayer request and praise report books in the chapel to use for this.

What if I wish to suspend my adoration emails for any period of time?

Google subscribers can reset their own email preference at any time. Other subscribers can send change requests to smadorationscheduler@gmail.com.

What if I have to change my scheduled my Holy Hour?

Please contact your hourly coordinator with as much advance notice as possible so that a replacement can be found. The hourly coordinator will notify the division leader and scheduler.

How will I know about access code changes?

Scheduled changes are announced in advance on the announcements email list and in the bulletin to occur at a defined date and time.

Scheduled Adorers: Please contact your hourly coordinator for the new code in advance of your holy hour.

Substitutes and Visitors: Please contact the scheduler for the new code (an adorer information form must be on file or be submitted).

Immediate Changes, if necessary, will be communicated via the announcements list, and scheduled adorers for the subsequent 24-hours will be contacted directly.

When is the chapel closed?

During daily and Sunday Masses, and between consecutive Mass times (both on Sundays and on weekdays).

Scheduled closures are posted in the bulletin/via email announcements in advance and typically include a several-day period at Christmas, New Year's, the Easter Triduum, Thanksgiving, and the Labor Day festival weekend.

Immediate Closures due to weather or unscheduled maintenance are communicated via the announcements email and the scheduler/division leaders contact adorers scheduled on the affected hours.

What does the Hourly Coordinator do?

Serves as a volunteer contact person who is responsible for one of the twenty-four hours of the day, every day throughout the entire week, by:

1. Reviewing coverage for your hour in the sign-in book each week or two and follow up on any gaps.
2. Communicating any schedule changes to those not on the email list as requested by your division leader.
3. Assisting adorers to obtain a sub in the case of an emergency (the division leader and scheduler are also resources for them).
4. Notifying the division leader, scheduler and prayer partners whenever someone lets you know that they are leaving scheduled holy hour that you coordinate.
5. Helping the division leader schedule subs each week for any hour lacking coverage.
6. Giving any new access information to the adorers on your hour who request it from you. (If you will be unavailable when a scheduled change occurs, you might call them in advance).

What does the Division Leader do?

Serves as a secondary volunteer contact person who is responsible for six consecutive hours of the twenty-four hours of the day, every day throughout the entire week, by:

1. Communicating with hourly coordinators, other division leaders, adorers, and substitutes when assistance is requested.
2. Contacting adorers on the affected days and hours within their division for immediate (weather or building maintenance) changes unless delegated to another team member.
3. Responding to requests when an hourly coordinator within your division is unable to do so.
4. Maintaining a list of hours in need of coverage in the bulletin.