



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.

Chapel Protocol
Revised 12-28-2018

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.

What do I do in the chapel?

1. Sign In: Upon arrival, every individual (or class as a group) are required to sign in.

Scheduled adorers or substitutes signed up on-line in advance – Simply click your name on the sign-in kiosk.

Other substitutes or visitors – Click guest, and after entering your name, confirm that you are a guest or a substitute for one of the scheduled adorers, as appropriate.

All visitors should sign in as a guest. You are a visitor if you come on any hour for which you are not scheduled nor are substituting for the adorer scheduled that hour. This includes all drop-ins.

It is important to sign in, whether you plan to be there a minute or an hour (or more) so that it is clear to other adorers present whether or not the next scheduled adorer or substitute has arrived (and they are thus free to leave).

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 are required to stay until another scheduled or substitute adorer arrives. If a visitor is signed in, you may quietly 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. If you do not reach them, contact an adoration administrator if no adorer present can stay until another adorer arrives.

Who may join the adoration program?

All Catholics (or catechumens/candidates) are welcome - you do not have to be a parishioner to join. All adorers are required to register on the parish adoration site (<https://stmichael.weadorehim.com>) with their complete contact information to obtain the chapel access code.

You may sign up for various types of commitments – weekly, every other week, even weeks, odd weeks, once a month, or on a one-time basis. You can choose to fill a substitute request, fill an open need on the schedule, or sign up for a time that already has two adorers scheduled. Scheduling is very flexible.

Guests accompanied by a scheduled adorer or substitute are also welcome.

Anyone is welcome to visit during parish office hours and does not need the chapel access code to gain entrance during those times.

How do I join?

Follow the information and links on the adoration page of the parish website at <https://www.saintmichael-cd.org/spiritual-life/eucharistic-adoration/>

Alternately, email adoration@saintmichael-cd.org or contact an adoration administrator.

How will my personal information be used?

Your information is available to the adoration administrators so that they can contact you regarding adoration if needed.

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

All adorers are responsible for maintaining their own current contact information and commitments on the parish adoration site, <https://stmichael.weadorehim.com>. You may “edit my account” on “my dashboard” there.

Who may obtain the access code to the adoration chapel?

Anyone wishing to become a regularly scheduled adorer, a substitute, or a periodic drop-in visitor must register in advance to obtain the code. The only exception is if a trusted friend or family member is substituting for you personally at your scheduled hour, you may give them the code to do so.

May I invite others to register for our adoration program?

Yes, please do! It is the joyful duty of all adorers to promote adoration.

Two scheduled adorers on every hour of exposition are the standard expectation. We can only maintain exposition on all hours and the convenience of dropping in at any time if enough adorers are generous and faithful in committing to fill all scheduled hours of exposition.

Adorers are free to take a scheduled hour on a regular, one-time, or seasonal basis. They can add, delete, or change their commitments from “my dashboard”. If assistance is needed in doing so, please contact an adoration administrator.

Am I allowed to bring or allow entrance to guests?

You may bring guests to the chapel, and you are responsible to ensure that they follow all protocol, and they should leave when you leave.

If someone knocks to seek admittance to the chapel at any hour, it is up to your discretion to allow them in, and if you do so, that person is your guest for whom you are responsible as noted above. If you are a visitor on that hour, you should defer to the scheduled adorers’ discretion.

What if I have to miss my Holy Hour?

1. If there are three or more prayer partners (others who adore at the same hour), notify the others that you plan to be absent and verify that two will be present. If so, it is not necessary to find a substitute or trade.
2. If there are two (or one) adorers on that hour you will miss, you can ask someone else to cover the hour and let them know to sign in has your substitute.
3. You can request a substitute on-line as far in advance as you know about your scheduled conflict from “my dashboard”. Any adorer viewing the substitute requests on “my dashboard” can volunteer to cover the hour in advance, or the substitute finder system will process your request automatically beginning a week prior to your hour. When found, you will receive a confirmation. Until such time, you will still be the scheduled adorer responsible for coverage that hour. If you need assistance due to an emergency, contact an adoration administrator.

How do I volunteer to substitute?

You can check “my dashboard” for any open substitute request and click on “sign up”, regardless of whether or not you agree to receive substitute requests.

If you chose to receive requests, set your preferences for only the hour group(s) for which you wish to be contacted in your account information. Be sure to save your changes.

Reply to any requests for which you get a phone call, text, or email by choosing to “accept” or “decline” as appropriate.

If you do not respond to the request until after it is already filled (or the hour is past), you will see a message indicating that your response was not able to be processed. Normally, for any requests which you received and did not respond to, a second message will come to you when it has been filled.

How do I volunteer to fill a partner slot?

Check the schedule where it says “1 needed” or “2 needed” and sign up on a one-time, weekly, monthly, limited time (with an end date), or on-going basis.

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

You may do so yourself on “my dashboard”. For any hour(s) you wish to discontinue, select edit and delete on that hour. For any hours you wish to add, select “Make another adoration commitment” or sign up from the appropriate week’s schedule page.

How will I know about access code changes?

Changes will be announced (preferably in advance) to all registered adorers via email. Adorers should then obtain the new code from their designated adoration administrator in advance.

When is the chapel closed?

During daily and Sunday Masses, and between consecutive Mass times (both on Sundays and on weekdays). The chapel normally remains open during funeral Masses and specially scheduled sacrament Masses unless there are other circumstances to consider, such as parking far off campus after dark during the Confirmation Mass or a funeral that most adorers would attend.

Scheduled closures are posted in the bulletin/signs at the chapel or through the adoration communications. These 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 through the adoration communications. If your hour is affected, a courtesy reply is requested to confirm that you got the message in advance of your cancelled adoration commitment.

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 types of issues should I report to an adoration administrator?

1. If you arrive at the chapel when the Blessed Sacrament is enthroned, but no one else is present, please report the day, date, and time immediately.
2. If you arrive at the chapel during a time that adoration is scheduled and no schedule change was communicated, nor is Mass still in progress (or just ended), nor is a special adoration time taking place in the church instead, please contact an administrator.
3. If other adorers are eating, holding conversations unnecessarily, or otherwise violating any of the protocol items listed, please contact an administrator. Note that a whispered conversation may be required to ascertain coverage in unusual circumstances.

If there is any other issue, such as perfume that causes you an allergic reaction, please charitably address this with your fellow adorer. Most likely, they intend no harm and are unaware of your sensitivity. All adorers should feel welcome and safe to adore and know that all present will abide by the protocol.

Submit to one another out of reverence for Christ. – Ephesians 5:21.

How is our adoration program being promoted?

All adorers should invite others and promote adoration one-on-one on an on-going basis.

If you are an adorer from another parish, you are welcome to request a bulletin announcement from the primary adoration administrator to place in your parish bulletin.

An invitation advertisement airs on occasion on St Gabriel Radio.

The adoration team hosts coffee and donuts on the first Sunday of July. If special promotion is to be done on that weekend, the primary administrator will seek approval from Father in advance. If an adorer is speaking after Holy Communion at Mass, Father needs to approve the script. Adorers need to be scheduled to help set-up, serve, and clean-up.

Who do I contact if I need any help?

The parish ministry adoration email ID (forwarded to or accessed by the primary adoration administrator) is adoration@saintmichael-cd.org.

Greg Daniel (primary administrator)

gdaniel@columbus.rr.com

614-885-8311 (home)

Cathy Murphy (administrator contact for nights)

cmurphy43@hotmail.com

614-817-6449

Wayne Lovely (administrator contact for mornings)

wlovely70@gmail.com

614-288-0865

Gail Maier (secondary/back-up administrator and administrator contact for afternoons)

gailm43231@gmail.com

614-565-7065

David Barrett (administrator contact for evening)

dbarrett@farmlawyers.com

614-327-4905

We Adore Him Guide

As of October 1, 2018, St Michael's is officially using a new on-line adoration software package, **We Adore Him** from **On Fire Media**. Because this system is being enhanced quickly based on feedback from chapels such as ours, some specific details or wordings in this guide may change, but this will give an overview (and some advanced tips) for getting started.

We are very excited about the ease-of-use and flexibility offered by this system for those who wish to "free lance" adoration commitments within a busy and varied schedule (the vast majority of those who have joined us in the previous couple years). We also wish to acknowledge, express appreciation for, and maintain stability for those who have faithfully adored here for some time, and may be wary of the use of electronic technology. This system serves all well, and adoration administrator assistance is available to those who request it.

You may view a short (10 minutes) online tutorial at <https://weadorehim.com/tutorial>

St. Michael's We Adore Him website: <https://stmichael.weadorehim.com>

Kiosk Check in

The kiosk allows check-in for adoration on our chapel website. If the power goes out, the kiosk can still run on battery for quite some time. However, it does require the parish internet connection. Only if the internet is down should paper pages (available from the sign-in book on a cabinet shelf) be used and only as long as needed (the kiosk should reboot to the sign-in page when the internet connection is restored). Administrators have real-time remote access to the sign-in data.

Please sign in - as the scheduled adorer, as a substitute for the scheduled adorer, or a guest. Directions for each are posted next to the kiosk. **Signing in is your vote to keep the chapel open on all current hours/day.**

We will be tracking who signs in when to monitor improvements in the number of hours where we had two (committed in advance, even if on short notice) adorers over the benchmark period.

Creating a new adorer account

Create an account on the website: <https://stmichael/weadorehim.com>

For new registrations, complete ALL information, including those indicated as optional. Your registration account will not be approved without address, phone number, and email (if you have one), unless already in use by another family member (each registrant needs one unique phone number or email – address can be the same).

You do not need the activation code – an administrator will receive and activate your account (if your information is complete) and then give you the chapel access code if needed.

Married Couples/Families: If couples attend together, or if you take turns (one or the other going on any given week), please make sure that each person is registered on We Adore Him and signed up on your regularly-scheduled hour(s).

When you check in at the chapel, it would then display both of your names and either or both can sign in, whoever is present.

Our goal is two **scheduled** adorers on each hour (scheduled meaning you signed up in advance, even if a last-minute commitment). If two couples (four individuals) are scheduled and we have any combination of two or more adorers, that satisfies the two adorer requirement.

You can still have only one of you (or none) receive substitute requests and you can each choose to receive (or not) reminders for any of your adoration commitments. You could both receive notifications on any announcements, such as immediate weather closures (to your preferred notification method) or holy day closures (an email override of your notification preference since these are sent weeks in advance), or entirely turn off notifications except for one per family.

Schedule

Each week schedule

Both on-going and one-time commitments are live on the website and any changes can be seen in real time. Adorers can make their own commitment changes or administrators can assist.

You can view current or future weeks by navigating forward or backward with the arrows near the week dates on the schedule page, and should do so if signing up for a specific future commitment.

One-time commitments

If looking to pick up an hour to help close any schedule gaps, look first at “my dashboard” for pending sub requests, which you can commit to there. If none of those work for you, you can next check the schedule and commit in advance to any hour(s) in need. You can also sign up for any hour, even if it already has two adorers.

PRO-TIP: You can commit to a need on a one-time basis from the schedule page for any hour in advance, even if at the last minute. **To use the website like an app:**

1. On your phone, go to the website <https://stmichael.weadorehim.com>
2. Select “add to my home screen” or whatever wording your cell phone uses to bookmark, mark as a favorite, or add an icon for the web page to your screen. You will see a white monstrosity on a blue background and may have the option to edit the title to something short and easy, like “Adoration”.

My Dashboard

Account Information

It is the responsibility of the adorer to keep their account information, commitments, and notifications/reminders current. You may update them at any time and can turn notifications on and off as appropriate for vacations, etc. If you turn notifications off, you will not receive any adorer information regarding immediate or holiday closures sent during the time you have notifications off.

Notifications

Set your account info for the notification method you prefer for announcements and substitute requests. Note that some announcements such as holiday closures

will be sent with an email override (rather than your notification method preference) when they are sent weeks in advance.

Each adorer willing to receive substitute requests should also set their availability preferences (the default is for all 3-hour blocks of hours when you opt to receive substitute requests). You can adjust these at any time as fits your schedule. You can turn them off for a period of time and resume later if you go on vacation or are otherwise unavailable.

PRO-TIP: You do not have to receive any sub requests, and may still substitute by proactively going to “my dashboard” and sign up to cover any open substitute request(s) that work for you, as frequently as you’d like to commit to an hour.

Reminders

Your reminders are separate from notifications for substitute requests and can come via a different method than substitute request.

Reminders are set on or off on an individual commitment basis.

If you need a reminder in order to keep your commitment, set it, but a reminder is not required.

If you set a reminder more than 6 hours in advance, it will come with a link to request a substitute, so please scroll carefully. If you accidentally hit the link, you can cancel any erroneous request immediately from “my dashboard”.

PRO TIP: We get charged for each text and each phone call minute (emails are free), so please use reminders responsibly. You may alternately set a reminder from your calendar function (that will display on your phone similar to a text or on your desktop at the reminder interval you specify).

If you need help **setting calendar reminders** instead of opting for a lot of text reminder messages, see:

Apple:

<https://www.imore.com/how-change-alert-time-individual-calendar-events-your-iphone-and-ipad>

Android:

<https://support.google.com/calendar/answer/37242?co=GENIE.Platform%3DAndroid&hl=en>

Substitute request system

To request a substitute – From “my dashboard, go to the hour(s) and appropriate date(s) and click “request substitute”.

One at a time - The automated substitute request system contacts substitutes individually from a pool of substitutes indicating availability on the block of hours within which a substitute is needed. If any given substitute does not respond in a 15-minute interval (a threshold which can be customized/reset to 5-20+ min for all substitute requests by an administrator), the next substitute is contacted. Once the hour is taken, all those previously contacted for that request who did not already respond will receive a follow-up notification indicating that the hour was filled.

By voice call, text, or email - The automated substitute request system contacts substitutes by their preferred notification method.

Randomized-each-time contacts - Not all substitutes will receive each request, nor be first to be contacted.

Requests made only to those possibly availability - For each request, only those adorers who agreed to be contacted to substitute and are marked to be contacted for the blocks of hours in which your scheduled hour falls will be contacted.

Quiet period - The substitute finder system will not be active between 9 p.m. and 8 a.m. so as not to text and call people in the middle of the night. (This is good for sleeping but not so good if you remember at 9:05 pm the night before that you cannot make your morning adoration hour!) Please **plan ahead** as much as possible and contact an administrator in an emergency (urgent coverage emergencies go away when we have two scheduled adorers on each hour, except in cases where those two are spouses and a family situation comes up).

If you desire a different quiet period, please adjust your phone/text ringer as appropriate.

Advance notice – Requests can be posted far in advance. Pro-active adorers can pick up your request in advance (and thereby eliminate the need for the substitute finder system to even activate). If no one claims the request more than a week in advance, the “Smart Sub Finder” system will initiate one week before your scheduled hour.

Ask a friend - You can still find a personal substitute and they can sign in as your substitute or an administrator can note them on the schedule for you in advance if they are a subscribed adorer.

Responding to substitute requests

If you are receiving text request, just reply yes or no, with no punctuation or capitalization.

Email request will contact a link to accept and a link to decline.

Phone calls will indicate a number to press to accept and another number to press to decline, and a third number to call you back in five minutes, in case you want to find your calendar or otherwise verify availability.

If something changes, you can go to “my dashboard” and request a substitute for the hour you agreed to substitute and cannot, or to accept an hour you declined and can do.

If you request a sub in error or your schedule changes, you can cancel it on “my dashboard” while it is still active.

PRO-TIP – You can **filter email messages** from We Adore Him to a priority folder. For help, see:

<https://www.makeuseof.com/tag/set-email-filters-gmail-hotmail-yahoo/>

PRO-TIP: If you tend to pay more attention to text messages than emails, you can set a filter in your email package to retain the email as well as forward it to your phone as a text (the message will likely be truncated if beyond a given length) using a standard naming convention found here:

<https://www.digitaltrends.com/mobile/how-to-send-a-text-from-your-email-account/>