



# Seven Sorrows

of the Blessed Virgin Mary Church

## Adoration Guidelines and Emergency Procedures

1. Enter the chapel from the 280 Race Street entrance, not the parish offices.
2. This is a chapel of Silent Prayer. Please no whispering, or talking out of respect and reverence to Our Lord in the Blessed Sacrament and as a courtesy to other adorers.
3. Please genuflect or bow when entering/exiting the presence of Our Eucharistic King.
4. Faithfully be on time and sign-in for your Holy Hour. It is encouraged for adorers arrive 10 minutes early and remain 10 minutes to get acquainted with fellow adorers, exchange cell phone numbers if possible, to help build community. It is important NOT to leave the Blessed Sacrament alone. Exchanging contact information can be helpful is an adorer doesn't arrive as scheduled before contacting your Team Captain.
5. Be mindful of proper and respectful attire.
6. Please mute cell phones before entering the chapel.
7. Please do not touch the altar, or monstrance.
8. No food or drink except plain water in the chapel.
9. Bibles, rosaries and additional reading materials for adorers use while in the chapel will be located in the cabinet under the sign book or in the chapel.
10. Any items left in the chapel will be taken to parish office.
11. Due to allergies and size of the chapel, please refrain from wearing heavy perfumes or colognes.
12. Report any unusual behavior, situation or disturbance to parish office.
13. In an emergency, call 911. For late evening and night adorers arriving, please knock on the entry door. It can be heard in the chapel. There is a one-way glass in the front door to see who is knocking. Try not to use the door bell as that rings throughout the parish offices and Father's residence. A new entry door with keypad is being evaluated. Police are also aware of adoration.
14. For now, adoration on Thursday the Blessed Sacrament will be reposed from the chapel at 9 am to the church until 6 pm when it will again be reposed to the chapel.

## Finding a Substitute - Procedures and Tips

1. Updated substitute lists are kept in the front of the sign-in book. You are encouraged to develop your own Substitute list over time.
2. Advise your Team Captain of your schedule and who will be substituting for you.



# Seven Sorrows

of the Blessed Virgin Mary Church

## Adoration Guidelines and Emergency Procedures

3. In the event of an illness, please try to find a substitute out of courtesy to your fellow adorers. If you are unable to do so, please inform your Team Captain.
4. Schedule your substitute one, or more weeks in advance of your needs.
5. Develop a good relationship with your other adorers.
6. Get to know the adorers who arrive before and after you. Hourly Schedules are updated and kept in sign-in binder outside the chapel.

### Adorer Practical Tips

1. The sign-in book serves to ensure at least one adorer is always present in the chapel. Please be sure to sign-in for your Holy Hour. You are the committed adorer and guardian of the Blessed Sacrament for your hour.
2. Take the opportunity to get to know those who adore throughout the week at the same hour. The relationship between those who share the same Holy Hour is expressed as "Prayer Partner". The hourly schedules are updated periodically.
3. A Master Adoration Schedule which contains contact information for all adorers will be kept by the coordinator at this time until a full schedule is established.
4. If upon completion of your Holy Hour the next adorer does not arrive, call to determine if they are on their way. Call the Team Captain. If you are unable to reach anyone contact the Coordinator. As guardian of the Blessed Sacrament, you must remain in the chapel until an adorer is present to take the next hour.
5. If you are unable to attend your Holy Hour, as a committed adorer you must find a substitute. Updated substitute lists are always in the front of the sign-in book. If you exhaust all efforts with the substitute list, following are other options:
  - a. Ask a family member, or friend who is not a regularly scheduled adorer. This is a great way to introduce potential new adorers to adoration.
  - b. Ask the adorer before, or after you to take an extra hour and offer to do the same in the future.
  - c. Ask the adorer before to take an extra 30 minutes and the adorer after to arrive 30 minutes early to cover the hour.
  - d. Once you have exhausted all efforts to locate a substitute contact your Team Captain for assistance.
6. Please advise your Prayer Partner(s) and Team Captain when you will not be present for your Holy Hour and give them the name and contact information of your substitute.