

## ADORATION CHAPEL – QUICK REFERENCE GUIDE

### *Things to keep in mind as adorers...*

1. Know your division leader. Their name and contact information is available in the [adorer manual](#) which is available on our website.
2. If you cannot be in the Chapel at your assigned time, find a substitute by contacting a substitute available for your hour or ensure other adorers who share the same hour will be present. Remember, adoration is suspended during Mass. Please see page 10 of the adorer manual for a list of days and times in which adoration is suspended.
3. Each time you adore, please sign in. Be prompt and on the hour.
4. The door to the chapel is locked at all times. Opening the door to an unknown person at night is a security risk and should not be done.
5. Maintain an austere reverence in the Presence of the lord. Adoration is a peaceful private time for each adorer. In your worship and prayer, please respect each adorer's opportunity to quietly be in our lord's presence. Do not place anything on the altar.
6. Make sure the person who is to replace you in the next hour is in the Chapel before you leave. If the person to relieve you does not show up and you cannot stay for the extra hour, the following procedure may be used:
  - a. Approach the altar, genuflect, and close the doors to the tabernacle. You are now free to leave the chapel.
  - b. When the next adorer arrives and finds the tabernacle door closed, they approach the altar, genuflect, open the tabernacle doors, and restart adoration.
7. Use the "+JMJ+" communication slip for routine requests or communication with the adoration management team.
8. In the event of fire, serious illness, or physical threat to safety, call the Emergency 911 Number.
9. Keep your contact information current with your Division Leader. This information is used to keep you informed of Adoration updates, such as closings due to inclement weather.
10. Become familiar with the Guidelines and Rules for Chapel Conduct and the Procedures and Guidelines Section which can be found in the adorers' manual.