

July 1, 2016

St Raphael Catholic Church

# Perpetual Adoration Manual For Adorers

July 1, 2016

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<b>DIVISION LEADER INFORMATION</b>			
	Phone number	email	
Hours: 12:00am to 5:00am	Maria Salmerón	479-530-4871 T	zarate4elena@gmail.com
Hours: 6:00am to 11:00am	Maria Orbelina Cruz	479-879-3520 T	orbelinasantos@gmail.com
Hours: 12:00pm to 5:00pm	Jose Hernandez	479-770-9434 T	
Hours: 6:00pm to 12:00am	Juanita Granados	479-320-9279 T	
<b>Program Coordinators</b>			
Adoration Coordinator	Jose Hernandez	479-770-9434 T	
Report Coordinator	Suzanne Chipollini	479-879-0762 T	suzannechipollini@yahoo.com

## Acknowledgements

The Perpetual Eucharistic Adoration program at St. Raphael is a rich, rewarding experience for the whole Parish. Thank you to those who make it so:

- Fr. John Connell for his support and continued sponsorship
- Those who were initially instrumental in establishing the ministry in 1999
- The hundreds of Adorers who spend an hour with our Lord each week.

A reflection on the adoration hour from an Adorer:

It is the response to the constant calling of the Holy Spirit saying, "Come, there is more."

It is Listening to Jesus calling me...come see me...

It is a time where Jesus becomes my personal friend, he wants me there.

It is a time where Jesus brings warmth to my heart.

It is a time where his presence is magnified and intense.

It is a time where Jesus gets a closer look at my needs and he shows me his need to love all.

It is a time where Jesus brings me incredible peace.

It is a time where he lets me know that my spouse and children are safe.

It is a time where Jesus brings me clarity on how to approach sometimes grave problems.

It is a time where Jesus sends me guidance toward helping someone else.

It is a time where I know he listens to my intercessions for others.

It is a time where Jesus loves me.

It is a time where he draws me to read portions of Sister Faustina's diary.

It is a special time where he has shown me the watermark imprint of his face on the Host.

It is a time where I become more aware of being both flesh and spirit.

It is a time where I become aware of others around the world in prayer.

It is a time where I feel connected to something much bigger than what I see.

It is a time where I experience that my prayers for others do matter.

It is a time I must have with him especially as I become busier and busier.

## Welcome

Dear Adorers:

As a young boy growing up in Philadelphia, I like many boys was an altar server at Mass. One evening when I was scheduled to serve my parents dropped me off at Church and went on to grocery shop. I entered the Church only to find an empty and dark space with only the glow of the sanctuary lamp to lead to the front pew. I knelt down in the pew and looked intently on the tabernacle that glowed from the lamp which enlightened it. At that moment I felt such a peaceful feeling come upon me and knew that I was in the presence of our Lord. I felt like I could spend an eternity there in the Lord's presence. For me, it was my first moment of my vocation story, when I felt our Lord speaking to my heart for the very first time.

Throughout my priesthood whenever I have felt the need to "be" in the presence of the Lord, I find myself in front of the tabernacle and that same sense of peace comes upon me. It is there I find my answers; I find forgiveness and encounter unconditional love.

I encourage you to spend your hour with the Lord to find that peace. Pope John Paul II said that *"Public and private devotion to the Holy Eucharist outside Mass is highly recommended: for the presence of Christ, who is adored by the faithful in the Sacrament, derives from the sacrifice and is directed towards sacramental and spiritual communion."*

We are blessed here at St. Raphael to have had our Adoration Chapel for over 15 years. This is your very special hour with Jesus that may be spent in any quiet, loving way you wish to offer to God. Some Adorers have found the following to be helpful; however, you may have some other wonderful ideas! The choice is yours.

- The Holy Rosary is one prayer you may wish to consider.
- Spiritual Reading: The Holy Bible, or reflection upon that which speaks to your heart
- Reflecting on your favorite prayer book and discovering a renewal of spirit each time
- Remembering your loved ones and entrusting them to God
- Praying for others who are in need of prayers
- Heart-to-Heart: Establish a truly very personal relationship with God. Talk to Him, as you would to a dear, beloved, trusted friend. You will be amazed. God truly loves. He truly listens. He truly responds. In the quiet of your heart listen to Him.

Do what draws you ever closer to our Lord. I personally sit down and in silence contemplate the presence of God. My prayer is that you find the same peace I found and continue to find in the Most Blessed Sacrament.

God Bless!

Father John Connell

## Introduction

This manual provides information about the Perpetual Adoration (PA) Program at St. Raphael. In addition to providing an overview about the organization and structure of the program, it provides general information for Adorers and explains the procedures and guidelines in place to ensure a successful program.

Any corrections or suggestions regarding the content of this manual should be sent to the Report Coordinator.

Adoration is perpetual. However there are some exceptions to this schedule.

1. During scheduled Mass.

According to Canon Law 941 Section 2: Exposition of the Most Blessed Sacrament is not to be held in the same area of the church or oratory during the celebration of Mass. Therefore, the Blessed Sacrament is not exposed during scheduled Masses at St. Raphael or during the Easter Triduum. (see Appendix I for Mass and Easter Triduum schedules)

2. During unscheduled Masses. Adoration is suspended during Funeral and Wedding Masses and special sacramental Masses as the occasions occur. Every effort is made to contact individual Adorers.
3. During hazardous weather conditions.

(See Appendix II for procedures to suspend adoration by either adorer, sacristan, or parish staff)

## Information for Adorers

Adorers are a group of people who have a desire to build a more intimate and loving relationship with Jesus. One of the ways they do so is by offering an hour of their week to worship and to be in the presence of the Lord. Their commitment is a blessing from the Lord; and a blessing to our parish.

### General Information

1. Each time you adore, please sign in. It is important that each hour be covered. The Blessed Sacrament should not be left alone. (Exception – bathroom break)
2. When you sign in, please check the sign in area for any notices. This area is often used for communicating information about Adoration.
3. Each Adorer's Holy Hour is scheduled on the hour every hour. It is important, therefore, to be prompt. The person scheduled before you may need to leave exactly when the hour has ended.
4. If you cannot be in the Chapel at your assigned time, find a substitute (refer to "Procedure for finding a Substitute").
5. Don't assume that someone else who may be there is scheduled for the next hour. They may have just stopped in for a brief visit. Don't hesitate to ask them if they are the next hourly Adorer.
6. Write your petitions to the Lord on the petition slips and leave in the container. The container is periodically purged of older petitions, which are disposed of in a reverent manner.
7. Encourage others to sign-up for Adoration. Invite others to join you as a guest.
8. Get to know your Division Leader. Do not hesitate to call with any questions, your Division Leader is eager to help.
9. Use the "+JMJ+" communication slip for routine requests or communication with the adoration management team.
10. 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.
11. Become familiar with the Guidelines and Rules for Chapel Conduct and the Procedures and Guidelines Section.

### Guidelines for Chapel Conduct

Respect for our Lord is displayed in the following ways:

1. If you are able, genuflect when entering or leaving the presence of the Lord.
2. Be mindful of proper, respectful attire.
3. Maintain a quiet reverence in the presence of the Lord. Casual conversation is discouraged.
4. Spontaneous events or sermonizing is not allowed. Adoration is a peaceful, private time for each Adorer.
5. Eating and drinking in the Chapel is not permitted. Water bottles are fine, if needed.
6. The use of radios, CD or tape players is not allowed. Taking photos or talking on cell phones is not permitted. For emergency calls, please leave the chapel area.

## Rules for Chapel Conduct

The following rules are to be observed by all Adorers:

1. The chapel is limited to those who have signed up as adorers. If you would like to begin an hour of Adoration, call the Adoration Coordinator, (phone on page 2) or leave a message at the church office.
2. The door to the chapel is locked at all times. The code for this lock is distributed only to adorers who have signed up. Contact your Division Leader if you do not know the security code. Opening the door to an unknown person is a security risk and should not be done.
3. Make sure the person who is to replace you in the next hour is in the Chapel before you leave. If the person does not show up and you choose to be the substitute, sign your name on the sign-in sheet and mark that you are a substitute. This will let the Division Leader know that an unscheduled absence took place. You may also wish to call your Division Leader to let them know.
4. Nothing is to be placed on the altar.
5. Eucharistic adoration is suspended during Mass. If you wish to adore during the time that adoration is suspended, you are invited to come to Mass.
6. No materials are to be left in the Chapel without expressed permission of the priests at the church.
7. A telephone is not available in the chapel. If a call must be made because of an emergency a personal cell phone must be used.

## Procedures and Guidelines

### Procedure for Finding a Substitute

Adorers are responsible for finding a substitute when they know they will be unable to attend at their scheduled hour. The easiest ways to find a substitute are:

1. Contact the other individual(s) that share the hour to ensure they will be present when you cannot.
2. Contact the Adorers in the hour before or after the scheduled hour. If there are at least two Adorers in this hour, often one will be willing to switch temporarily. If you do not know who these Adorers are, contact your Division Leader.
3. Contact the Adorers in the same hour on other days of the week. If there are at least two Adorers in this hour, often one will be willing to switch temporarily. If you do not know who these Adorers are, contact your Division Leader.
4. Contact a friend to see if they are willing to substitute or perhaps switch with their scheduled hour.
5. Contact your Division Leader for assistance. (Phone numbers on page 2).

## Emergency Procedures

If you should have any problems during your hour of adoration, such as illness or sensing something out of the ordinary is going on; please use your cell phone to obtain assistance.

1. In the event of fire, serious illness, or physical threat to safety, call the Emergency 911 Number.
2. If you become aware of suspicious or criminal activity, call the Springdale police department (479-751-4542).
3. If you become sick or need advice, call your Division Leader.
4. If the person to relieve you does not show up and you cannot stay for the extra hour, the following procedure may be used:

Approach the altar, genuflect, and close the doors to the tabernacle. You are now free to leave the chapel.

When the next adorer arrives and finds the tabernacle door closed, they approach the altar, genuflect, open the tabernacle doors, and restart adoration.

## Emergency Closings Guidelines

### Inclement Weather Policy

St. Raphael Adoration chapel is a perpetual adoration chapel, but not to the exclusion of the safety of our adorers. If weather conditions are expected to be hazardous to driving, the following guidelines will apply:

1. Two policies may apply to hazardous weather conditions: the Best Judgment policy and the Adoration Suspension policy, as defined below.
2. If bad weather occurs unexpectedly (namely a tornado warning) and without enough time for official action regarding suspension, the Best Judgment policy will be in effect. If the warning occurs during office hours, an office staff person will come to provide a warning to those in the chapel and bring the all-clear when the threat has passed. If the adorer is in the chapel, the safest place to go is the chapel bathroom or sacristy. If the adorer is at home, they should stay there in a safe place and until the danger has passed.
3. If bad weather is anticipated (such as snow or ice overnight), the pastor may decide to implement either the Best Judgment policy or the Adoration Suspension policy. The pastor will determine the specific times for suspending and for resuming adoration.
4. The office staff will update the website with regard to which policy is in effect and the timeframes. In addition, if possible, signs will be placed on the Chapel door.
5. The office staff will also notify all Division Leaders through texts.

6. Adorers may receive updates on potential actions through receipt of a text message or by checking the St. Raphael website. If neither of these options is available, Adorers should contact their Division Leader for updates.

### **Best Judgment Policy**

Adorers are asked to use their best judgment in terms of safety for driving to the Chapel. If you have concerns about your safety, do not drive. During a tornado warning or severe thunderstorm, adorers should stay in a safe place. If you should become concerned at any time while in the Chapel or if your replacement does not show up, simply close the tabernacle doors, and leave.

### **Adoration Suspension Policy**

Adoration is suspended due to weather conditions. The following general guidelines for resuming Adoration will be applied:

Adoration is usually suspended on a day-by-day basis and scheduled to resume at 9AM the following day. Adoration is suspended when the Springdale schools are closed and will reopen when the school district restarts school. If unsure as to school status, check the Springdale Public Schools website ([www.springdaleschools.org](http://www.springdaleschools.org)) or news broadcasts ([www.4029tv.com/weather](http://www.4029tv.com/weather)) for school closings. If the next day is not a normally scheduled school day (i.e. vacation, weekend) but the weather is still questionable, check the St. Raphael website or contact your Division Leader.

## APPENDIX I adoration suspended for scheduled Masses

- Hours that adoration in the Chapel is suspended for scheduled Masses.

Sunday	6:45AM – 8PM
Monday	11:45AM – 12:30PM
Tuesday	5:45PM – 6:30PM
Wednesday	11:45AM -12:30PM and 5:45PM – 6:30PM
Thursday	8:15AM – 9AM and 5:45PM – 6:30PM
Friday	8:15AM – 9AM
Saturday	3:45PM – 5PM

- Hours that adoration is suspended for the Easter Triduum.  
∞ 12PM Holy Thursday until 9AM Easter Monday. ∞
- Chapel adoration is suspended during special Masses (funeral, wedding, Quinceañera, etc.)

If you arrive and the chapel is closed due to a special Mass, you may join us at that Mass if you would like, in place of your hour of adoration.

## APPENDIX II procedures for suspending adoration

Procedures for suspending adoration.

By adorer: Approach tabernacle, genuflect, and close tabernacle doors. You are now free to leave the chapel.

By sacristan for Mass: Approach tabernacle, genuflect, close tabernacle doors, and turn off adoration lights. Invite all adorers to leave chapel and come to Mass. After last adorer leaves, press button on wall next to bathroom to lock chapel door. Sacristan will then immediately reopen the tabernacle and turn on the chapel lights as soon as Mass has ended.

By office staff during hazardous weather: Approach tabernacle, genuflect, close tabernacle doors and lock the tabernacle with the key that is kept in a drawer in the priest's sacristy. Extinguish the candles, turn out all chapel lights, press button to lock Chapel door. Post sign on door that Adoration is suspended and also post to the St Raphael website.

## Support Materials

The following materials are maintained in support of the PA program:

1. St Raphael Perpetual Adoration Manual
  - a. The Perpetual Adoration Manual (PA Manual) can be found at the St Raphael website: [www.straphaelcc.org](http://www.straphaelcc.org)
  - b. Maintained by Report Coordinator, approved by pastor. Please notify the Report Coordinator of any errors or needed changes.
  - c. Distributed electronically to Division Leaders and other support personnel as needed.
2. St Raphael Website

Information relating to PA, including the PA Manual, can be found at the St Raphael website: [www.straphaelcc.org](http://www.straphaelcc.org)
3. PA Adorers Database
  - a. Maintained by Report Coordinator
  - b. Contains Master List, Management Team List, and Substitute List
  - c. Distributed electronically on monthly basis to Division Leaders and St Raphael church office
  - d. Is not to be shared with any other resources for any purpose. A pledge was made to Adorers at the time they provided their contact information that the information would be used solely for the purposes of Adoration.
4. PA Binder
  - a. Located in the Eucharistic chapel
  - b. Maintained by Report Coordinator
  - c. Contains PA manual, and Substitute list
5. Adorers Information Manual
  - a. Maintained by Report Coordinator
  - b. Distributed (electronically or manually) to new Adorers as they join by their Division Leader
  - c. Contains all pertinent materials needed for all adorers.
6. Adorer Sign in Sheet
7. Adorer participation review sheets (used weekly by Division Leaders and other support personnel where available to monitor adorer participation)
8. +JM+ communication slip (used by Division Leaders to communicate with the Report Coordinator, used by adorers to communicate with the adoration committee)