

Information for Adorers and Substitutes

Welcome to Perpetual Eucharistic Adoration at Sacred Heart of Jesus parish. Congratulations that you have chosen one hour a week as your special hour with Our Lord, Jesus, in the Blessed Sacrament. This can be a transforming experience encompassing conversion, peace, answers to prayers, physical healing and many other wonderful blessings both individually and for our whole parish. Mother Teresa said, "The best time you will spend on earth is the time you spend with your Best Friend, Jesus, in the Blessed Sacrament."

Here are some guidelines:

- You are the committed Adorer and guardian of the Eucharist for your scheduled hour. The Blessed Sacrament must never be left alone, unless you are alone in the chapel and you need to use the rest room or the telephone.
- Please arrive at the chapel five minutes before your hour and sign in on the Register.
- During parish office hours, 8 am to 4 pm, all doors will be unlocked. For your security, all doors will be locked from 4 pm to 8 am and all day on Saturday and Sunday, except for Mass times. When the doors are locked, the only access to the chapel will be by the main door to the Narthex which will have a coded lock. Your team captain will give you the code to unlock the door—only Adorers will be able to enter during these hours. During evening and night hours you can park immediately outside the main door under the canopy.
- You will be given the phone numbers for your Hourly Captain and those on your prayer team. Your prayer team is valuable to you when you are looking for a substitute, and your Hourly Captain is there to assist you in any way necessary.
- The entire weekly schedule of Adorers is posted on a bulletin board in the chapel, divided into four divisions: Night, Morning, Afternoon and Evening. Note and record the name and phone number of the Adorer scheduled immediately before and after your hour. Sometime you may need to ask them to stay longer or come early in the event you have an emergency situation. This information is also available on our parish website, hsvsacredheart.com, under the Perpetual Adoration tab.
- The Leadership Directory is also posted on the bulletin board. If you need assistance with anything, please contact your Hourly Captain, the Assistant Captain or your Division Leader.

The Substitute System

If you know in advance that you will need a substitute for one or more hours of your hours, follow this procedure:

1. The first option is for you to ask your spouse or friend to take your place.
2. If the first option doesn't work, you should contact one of the other members of your prayer team. You can exchange days for that week, or just fill-in for each other when necessary. Team members can help the whole team by offering to come for two holy hours in one week, or even three during holiday times or other occasions, although this is not expected during the nighttime hours.
3. If you are unsuccessful in finding a substitute with the options above, call your Hourly Captain. Your Captain will arrange for a sub from the Substitution List. Please note: you may also access the Substitution List on the Perpetual Adoration Tab on the parish website, hvsacredheart.com to find a sub. In either event, it is very important that your Captain be notified of the name and phone number of your sub and the date and hour to be covered. Your Captain will call your sub to both thank him/her and to remind him/her the day before the scheduled hour. The nighttime division has a slightly different procedure in which the Division Leader may send out a blast email to the relevant subs; however, it is always appropriate and appreciated when you find your own sub. Just let your Captain know!

In the event of an emergency need for a substitute, for example a sudden illness:

If a spouse or friend is not available to take your place, call your Hourly Captain. The Hourly Captain will contact your prayer partner to make sure someone will be in the chapel. If you don't have a prayer partner, the Captain will find a substitute to take your place.

If the Adorer after you fails to arrive:

If, upon completion of your holy hour, the next Adorer does not arrive, call the Adorer for that hour. If you are not able to reach that person, call the next Adorer to see if they can come early while you remain in the chapel for additional time. If that can't be arranged, call the Hourly Captain for the hour following yours, so they can find a sub to come quickly. During the nighttime hours, it may be necessary to stay for an additional hour of adoration if you are unable to contact the next Adorer scheduled.

Inclement Weather

When inclement weather is anticipated or in progress, the chapel will be closed. An announcement will be available to all Adorers who can call the church office: 922-2062, or

check on the website: hsvsacredheart.com. Adorers scheduled for that day or half day will be personally notified by their Hourly Captains.

If the chapel is open but you feel it is not safe for you to drive to the church, please notify your Hourly Captain at once. Your personal safety is our utmost concern.

Phone Use

Adorers may use the phone in the Library (next to the chapel) in case of emergency. Also, incoming calls for Adorers can be made to this phone. When you need to contact an Adorer in the chapel, call the church number 922-2062, extension 18. If you are an Adorer in the chapel and you hear the Library phone ring, you should answer it because the person calling has important information for you.

What if Mass is going on when I come for Adoration?

This should not occur because during Mass the Blessed Sacrament is to be reposed to the Tabernacle **only by Fr. Bill and/or the Deacons**. Should there be an occasion (for example in the case of a visiting priest or unforeseen "human error" in which the Eucharist has not been reposed); the Adorer should remain in the chapel for his or her hour of adoration.

Prayerful Suggestions

1. Genuflect on one knee upon entering the presence of Our Lord.
2. Be mindful of proper and respectful attire.
3. No talking. Maintain a reverent silence in the chapel.
4. No communal prayer or sermonizing. This is a private time for each Adorer.
5. Radios, CD players and cell phones are not to be used in the chapel.
6. Spiritual reading material is provided. PLEASE DO NOT REMOVE.
7. No unauthorized reading materials should be placed in the chapel.

Website Information

Sacred Heart of Jesus website: www.hsvsacredheart.com. Log in (on the lower left side of the Home page using the User Name **member**. Use the password sent to you by email, or contact your Hourly Captain. The Perpetual Adoration Tab at the top will allow you access to all information about PEA, including rosters, schedules, and substitutes.

Captains' Duties

Thank you to all who have volunteered to be Captains of your prayer team! Your primary responsibility is to ensure that someone is present at the specified hour and this requires good communication with all your team members. Make sure each Adorer knows your name, phone number and email address and that he/she feels free to call you for information and to notify you of any problems, questions or comments. In the case of Adorers who don't have internet capability, it will be necessary to contact them by phone or mail with important information and updates.

It is essential that whenever a substitute Adorer has been arranged, either by the regular Adorer or by you, you must call the substitute to remind and thank him or her the day before his or her scheduled time. If you will be away, please let your Division Leader know the schedule, so that he/she can make these calls.