

## ***Guidelines for Adorers of the Blessed Sacrament***

1. The Chapel is dedicated to prayer and adoration of our Lord in the Blessed Sacrament.
2. Thank you for being part of the Adoration Program.
3. Please try to arrive early and sign-in by your name in the sign-in book at the vestibule. We encourage guest adorers to also sign in.
4. When Our Lord is exposed in the monstrance, ideally He should not be left alone. Please attempt to find a substitute if you are unable to make your hour. Substitute lists are available at the chapel vestibule and with your Division Leaders. Please have them sign in by your name as "sub". Please notify your Division Leaders of planned absences.
5. During your Holy Hour, please refrain from over-adjusting the AC/heater. The Parish Facilities Manager has charge of AC/Heater operations, with temps maintained at 71-72<sup>0</sup>
6. If your hour is over and the next person has not arrived, please consider staying longer. If you cannot, please cover the Blessed Sacrament with the cover provided.
7. For weather closures, please be guided by Fairfax County School Closures. If Fairfax County announces closures of afternoon/evening activities, the Chapel shall be closed at 5PM. For announced closures for the day, we close after the 6:30 Mass on the day of closure. The Chapel shall open again the next morning after the 6:30 Mass.
8. For Holiday closures, please be guided by announcements that shall be made ahead of time. If no announcements are made, the Chapel shall remain open. We shall mirror holiday closures of the Rectory, and possibly close early for all major holidays.
9. Our Lord is Present, welcoming your prayers, even when reposed in the Tabernacle. If you arrive for adoration and the Blessed Sacrament is not exposed, please do not go to the rectory to request the priests to expose/later repose the Blessed Sacrament.
10. If for personal or professional reasons you can no longer be a regular adorer, please notify your Division Leader or the Adoration Coordinator.
11. For Security reasons, the codes to the Chapel may be changed periodically. Please ensure that we have your updated contact information so that we may pass on announcements in a timely manner.
12. Please read the Parish bulletin for other announcements.

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***Regular and Guest Adorers, please submit/mail this portion to the rectory***

Name \_\_\_\_\_ Adoration days/hours \_\_\_\_\_

Telephone Number/s \_\_\_\_\_

E-mail Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Willing to be hour captain? \_\_\_\_\_ Willing to be in substitute list? \_\_\_\_\_

Signature \_\_\_\_\_

**Divisions:**

<b>Morning</b>	<b>Afternoon</b>	<b>Evening</b>	<b>Night</b>
6am-12pm	12pm-6pm	6pm-12am	12am-6am

If you need to contact the Division Leaders or the Adoration Coordinator, their information may be obtained at the Rectory.

***Special Instructions for Night Adorers***

**(10:00 PM thru 6:00 AM)**

In consideration of the security and safety of late night/early morning adorers, please adhere to the following guidelines:

1. Keep the door secured at all times. If someone knocks to gain entrance, do not admit him/her unless you know them personally by sight, or they can identify themselves by name as one of the adorers for the next hour. A security camera television screen is located in the back of the chapel, as well as a phone (white) to speak with the person outside the door. Normally, your relief adorer will know the combination, so they should not be asking to gain entrance.
2. If you are concerned about the conduct of an individual, please direct your concerns to the security guard who is on duty from 9:00 PM thru 6:00 AM. Also, the black phone is available in the unlikely event you need to call the police or fire department.
3. We encourage you to use restroom facilities prior to your designated hour. If you have a restroom emergency, the restroom in Walsh Hall is available, the code of which can be obtained from the rectory or your division leaders.