

St. Veronica Guidelines for Eucharistic Adoration

(Updated As Of: February 18, 2013)

❖ Responsibilities of the Eucharistic Adorer

- Be responsible and conscientious. Arrive on time or early for your hour.
- Find your own substitute when you cannot be at Adoration. Schedule your substitute as early as possible. Refer to the “**Who to Call**” procedure at the end of this document for the correct procedure.

❖ Upon Entering the Adoration Chapel (located near the confessionals)

- Kneel to show reverence to the Blessed Sacrament.
- Sign in using the sign-in binder.

❖ Entering the Adoration Chapel When the Church is Locked

- Between 8 pm and 8 am, the exterior doors of the church are locked. The Adoration Chapel can be accessed only through the south vestibule. Adorers must enter the vestibule through the door farthest to the left, using the keyless entry system. Enter the code, press the ENTER key, push down on the handle and pull the door open. *Do not prop the door open for the next adorer.* The access code is generally given only to committed adorers who are scheduled for adoration when the church is locked.

❖ Before Leaving the Adoration Chapel

- Make sure the next adorer is a scheduled adorer, a substitute or a visitor willing to remain until the next scheduled adorer arrives.
- If you are being called away in an emergency, and no one else is present, do not leave the Chapel until you have notified your Team Leader. Team Leaders' numbers are on the book case, near the phone. If you do not reach your Team Leader, keep calling Team Leaders until you speak to one and convey your message. For additional phone numbers, reference the lists of Hourly Coordinators and adorers in the back of the Sign-In binder.
- If you are alone and the next adorer does not arrive, remain in the chapel until a scheduled adorer arrives, if you are able. If you *must* leave, contact your Team Leader.
- **NOTE:** The Blessed Sacrament is never to be left alone under any circumstances.

❖ Proper Decorum

- Maintain reverent, prayerful silence. Vocal prayer, singing, and musical instruments are not permitted. Groups wishing to recite vocal prayers together, such as the Rosary, may do so in the Church, not in the Chapel.
- All cell phones and pagers must be in silent or vibrate mode. No electronic toys or games are permitted. If you have spiritual reading, a Rosary application,

Liturgy of the Hours, or other devotions or spiritual reading applications on a hand-held digital device – such as an iPhone, BlackBerry, iPad, Kindle – and, you would prefer to use your device in the Chapel, please ensure that the sound is off and the light from your device display does not cause an undue distraction to other adorers.

- Chapel lighting – rather than adjusting the lighting in the Chapel, when you find it difficult to do spiritual reading, please use one of the clip-on book lights provided in the basket on the bookcase in the back of the Chapel.
- Food and drink - are never permitted in the Chapel.

❖ **Inclement Weather Policy**

- Adorers are responsible for calling the Adoration Chapel Hotline number – 703.773.2033 – to determine whether the Chapel is open or closed. Although the policy below is generally followed, if there is ever any question about whether the Chapel is open for Adoration, it is the adorer’s responsibility to call the Hotline number to find out.
- In the event of snow, ice, or other serious weather that would pose a concern for safe driving, adorers should follow the normal guidelines for obtaining a substitute, assuming that some among those contacted may live closer to the Church and be able to make it over safely.
- If an adorer has weather-related concerns, and is unwilling to drive to the church, the adorer must contact their prayer partner or Hourly Coordinator to ensure that someone will be present at adoration for that hour.
- Saint Veronica Parish follows Fairfax County Schools’ policy regarding closures due to inclement weather. The Adoration Chapel will close if Fairfax County Schools close or afternoon/evening activities are cancelled by the schools or the Fairfax County Park Authority. To check closures via Internet, type in “fcps.edu” or call the Fairfax County Park Authority’s 24-hour inclement weather line at 703-324-8661.
- In the case of a school delay, the chapel will be re-opened at 9am (if there is a 1 hour delay) or 10am (if there is a 2 hour delay), and scheduled adorers should arrange for a sub if they need to be home with their children.
- **NOTE:** After a chapel closure, adorer’s should always call the Adoration Chapel Hotline number – 703.773.2033 -- to find out if the Chapel has been reopened.

“Who to Call” Procedure

Whenever possible, at least two adorers will be scheduled for every hour of adoration. It is important that adorers be fully committed to their hour. This includes making every effort to obtain a substitute when necessary. Remember, the Blessed Sacrament must never be left alone without the presence of at least one regular, committed adorer.

“Who to Call” will differ depending on whether your absence from adoration is anticipated or unanticipated.

Unanticipated last minute emergency that will cause you to miss your adoration hour - Contact your prayer partner to let them know you will not be there and to ensure that they will be there. If you cannot reach your prayer partner, call your Hourly Coordinator or Team Leader, or another Team Leader, if yours is unavailable. Be sure to speak with someone. Do not just leave a message.

Anticipated absence from adoration - When you know in advance that you will need to be absent from your adoration hour (i.e. vacation, scheduled surgery), contact your prayer partner and verify that they will be there to cover the adoration time(s) you will be away. If your prayer partner will definitely be there, you are not obligated to arrange for a substitute, however, you may always line up a substitute, if you wish.

To line up a substitute, follow, in progressive order, the steps outlined below, until you have successfully contacted and obtained a substitute.

1) Contact your prayer partners (fellow adorers) for your hour and ensure that at least one of them will be there. If you are the only adorer for that hour, or your prayer partner cannot be there, complete steps 2-6, as necessary.

2) See if a friend or family member can go in your place, and ask them to sign in as a substitute for you. This is a great way to evangelize.

3) Contact another team member (those who adore at your hour, but on a different day) to see if they can switch with you.

4) Contact adorers on the Substitute List. If you need a list, contact your Hourly Coordinator.

5) If you have made every effort to obtain a substitute, as described in the preceding steps, call your Hourly Coordinator for help.