

Prince of Peace Guidelines for Eucharistic Adoration

(Updated: August 17, 2016)

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

- The outside doors will be permanently locked.
- Genuflect to show reverence to the Blessed Sacrament.
- Sign in using the sign-in binder.

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, or if the next adorer does not arrive, do not leave the Chapel until you have notified the Day Captain or the Coordinator.

**** NOTE: The Blessed Sacrament is never to be left alone under any circumstances. ****

Proper Decorum

- Maintain reverent, prayerful silence. Vocal prayer, singing, and music are not permitted. Groups wishing to recite vocal prayers together, such as the Rosary, may do so if all present have been made aware of it prior to their arrival. Be considerate of other adorers' prayer.
- 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.
- Food and drink - are never permitted in the Chapel.

Organizational Structure

- Adorers are those who spend an assigned hour in prayer for the intentions of the Church and for the good of Prince of Peace as well as for their own intentions. They are defenders and protectors of the Blessed Sacrament.
- Day Captains accept overall responsibility for a 24-hour period and for the entire program. They are responsible to the Coordinators and to the Pastor.
- Coordinators are the overall responsible persons for the entire program and are responsible to the Pastor. These persons handle scheduling of peoples and overall coordination.

Inclement Weather Policy

- Adorers are responsible for calling the Adoration Chapel Coordinator or a Captain - 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 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.
- Prince of Peace follows the Olathe Public Schools' policy regarding closures due to inclement weather. The Adoration Chapel will close if Olathe Public Schools close or afternoon/evening activities are cancelled by the schools. Adoration will resume at 9:00 am the following day.
- If the tornado sirens sound, take the Blessed Sacrament with you and go into the chapel restroom and pray.

"Who to Call" Procedure (use phone in chapel if needed)

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.

For an 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 Captain or the Coordinator. Be sure to speak with someone. Do not just leave a message. **Chapel Phone # is 747-7709.**

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 2-5, 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.
- 5) If you have made every effort to obtain a substitute, as described in the preceding steps, call your Day Captain for help.

Captain/Coordinator Contact Information

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| • Sunday Captain: Michelle Johnson | 913-302-9684 | msnajohnsn@att.net |
| • Monday Captain: Becky Thacker | 913-558-4745 | beckrdh@sbcglobal.net |
| • Tuesday Captain: Ann Elbert | 913-485-5359 | caelbert@everestkc.net |
| • Wednesday Captain: Suzanne Goff | 785-766-8405 | suzannegoff@hotmail.com |
| • Thursday Captain: Linda Hagen | 785-452-3075 | memerehagen@gmail.com |
| • Friday Captain: Jackie Dickerson | 913-461-6095 | jleedickerson@hotmail.com |
| • Saturday Captain: Kimberly Anderson | 913-206-7640 | Kiloanderson1@gmail.com |
| • Coordinator: Kristee Imlay | 913-449-4364 | Kristee.imlay@gmail.com |
| • Coordinator: Heather Huston | 913-744-8634 | heatherh01@yahoo.com |