

The Adoration Chapel Of

*Divine Mercy*



 Saint Timothy  
Catholic Church

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St Timothy Catholic Church

# Adoration Guidelines

## For Adorers

April 23, 2019

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**Adoration Chapel of Divine Mercy**  
**Parish Office (703) 378-7646**  
**Eucharistic Adoration Coordinator**

**Adoration Website (to Log In)**  
**St Timothy Adoration Webpage**

<http://sttimothyparish.org/sacramental-life/holy-eucharist/adoration/>

Hours Mon-Fri 7:00 AM-9:00 PM & Sat TBD  
Hours Mon-Fri 9:00 AM-4:00 PM  
Ina Carr (703) 832-6173  
sttimothyadoration@gmail.com

<https://sttimothy.weadorehim.com/>

# Welcome

Dear Adorers,

“Adorers” are a group of people who have a desire to build a more intimate and loving relationship with Jesus. One way to build this relationship is by offering an hour or more a week to worship and to be in the presence of the Lord. Each “Adorers” commitment is a blessing from the Lord; and a blessing to our Parish.

Like Mass, Adoration isn’t necessarily about what we will get out of it.  
It is the graces dispensed by God to help us grow in holiness.  
The primary purpose of Adoration is right there in the name of the act:

**To Adore the One present to us in the Eucharist.**

Your presence is all that is required in Adoration along with an open heart and mind.

The Catholic faith recognizes that the greatest gift God gives us, is Himself.  
Adoration gives “Adorers” the opportunity to recognize the gifts of the Eucharist  
outside of receiving the Eucharist at Mass. So, don’t over think it.

**Just receive the Gift.”<sup>i</sup>**

We encourage you to spend your hour with the Lord, to “be” in His presence and encounter His love. This is your very special hour with Jesus that may be spent in any quiet, loving way you wish to offer it to God. Some Adorers have found the following to be helpful; however, you may have some other wonderful ideas! The choice is yours. Do what draws you ever closer to our Lord. We have also provided some helpful links to articles and videos on our [website](#). Here are some helpful ideas:

- **Pray the rosary.** To contemplate the mysteries of Jesus’ life in the rosary is to contemplate the mystery of the Eucharist given to us and the Blessed Sacrament.
- **Write in your prayer journal.** Writing in a prayer journal is a great way of making your relationship with God seem more tangible. Think of the journal as your letters to God. Take all your worries of the day and write them down during Adoration. Or write to him about everything that’s going well in your life.
- **Read.** Adoration is a great opportunity to pull out a book by one of the saints or prayerfully consider a few lines of the Catechism. You may also choose to read a set of devotionals and the Sacred Scriptures.

- **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.



*“You do not need many words when you pray.  
We believe on faith that the good and gracious God  
is there in the tabernacle;  
we open our souls to Him;  
and feel happy that He allows us to come before Him;  
this is the best way to pray.”*

*Saint John Vianney*

## General Information

The following rules are to be observed by all Adorers:

**IMPORTANT NOTE: The Blessed Sacrament is never to be left alone under any circumstances.** If you are alone and must leave, please notify the **Parish Office** at (703) 378-7646. After office hours please call or text the Eucharistic Adoration Coordinator Ina Carr at (703) 832-6173.

The Chapel is open for everyone to visit Monday – Friday during Chapel hours. **However, we are always in need for regular committed Adorers.** If you would like to commit to an hour of Adoration on a regular basis i.e. daily, weekly, monthly etc., please go to our website <http://sttimothyparish.org/> and under Adoration Click **SIGN UP NOW**. You will then be taken through a process of selecting your suitable hour/s.

1. Before entering or leaving your seat in the chapel, if you are able, you are to go down on both knees, with a gentle bow of the head while making the sign of the cross. This is a sign of reverence for the presence of the Lord. If unable, genuflect on one knee or bow while making the sign of the cross when entering or leaving the presence of the Lord.
2. Be mindful of proper, respectful attire. Attire should be modest and appropriate for solemn occasions, just as at Mass.
3. Maintain a quiet reverence in the presence of the Lord. Casual conversation is inappropriate and discouraged.
4. Spontaneous events or sermonizing are 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. No photos are permitted. Cell phones are to be silenced. Talking on cell phones is not permitted. For emergency calls, please leave the chapel area.
7. 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.
8. Under no circumstances should children or teens have any handheld email/web devices, small computers, cell phones, pagers, electronic games/toys, or other electronic devices in the adoration chapel.
9. Restrooms are available in the church.
10. Nothing is to be placed on the altar or altar area
11. **Only clergy should go up to the altar. Do not go up and touch the altar or the monstrance.** Please venerate Our Lord from a short distance.
12. No materials (books, pamphlets, statues, etc.) are to be left in the Chapel without expressed permission of the priests at the church. Please bring material to parish office for approval.

13. 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.

## Guidelines for Committed Adorer

**IMPORTANT NOTE: The Blessed Sacrament is never to be left alone under any circumstances.** If you are alone and the next committed Adorer has not arrived, please wait until a scheduled adorer arrives. If you must leave immediately, please notify the **Parish Office**, (703) 378-7646. If nobody answers or it is after office hours, please call or text the Eucharistic Adoration Coordinator at (703) 832-6173.

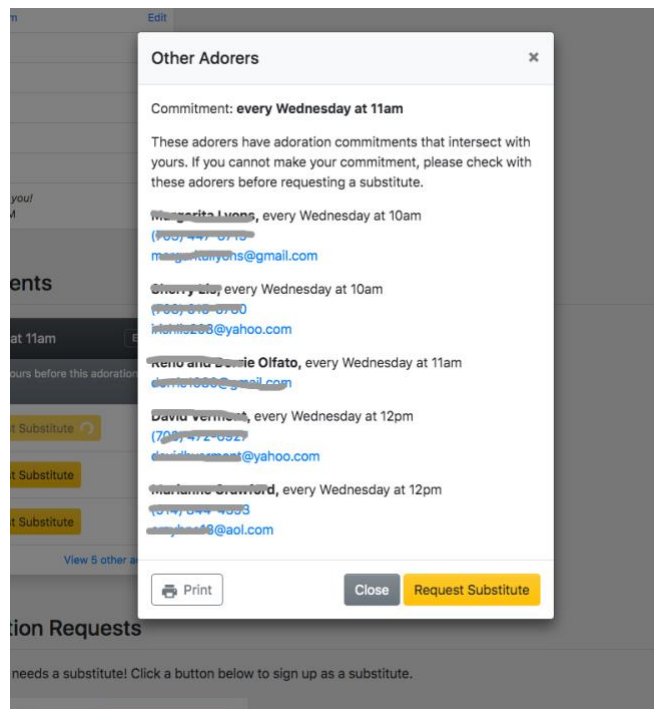
1. Each time you adore, please **SIGN IN** and **SIGN OUT**. Please fill out the date, your name, time in / out, and select whether you are a regular or a sub (if someone subs for you, tell them to do this). Please only sign in when you get in and sign out before you leave.
2. **BEFORE YOU SIGN OUT** please make sure the next person for the next hour **HAS SIGNED IN**. It is important that we know each hour is being covered.
3. Each Adorer's Holy Hour is scheduled on the hour every hour. It is important, therefore, to be prompt or to arrive a little bit early. 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, please read the next section '*Procedure for Finding 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. 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.
7. Keep your contact information current on the Adoration Website. This information is used to keep you informed of Adoration updates, such as closings due to inclement weather.
8. Become familiar with the Guidelines and Rules for Chapel Conduct and the Procedures.
9. Encourage others to sign-up for Adoration. Invite others to join you as a guest. It's a perfect way to introduce them to Christ. Pray for your friend that they will encounter Christ powerfully.
10. If you are being called away in an emergency, and no one else is present, do not leave the Chapel until you have followed these steps:
  - 10.1. First notified the Parish Office 703-378-7646 (see information on the cover page).
  - 10.2. If there is no answer or it's after office hours, please contact the Eucharistic Adoration Coordinator, Ina Carr (703) 832-6173.

# Procedure for Finding Substitute

Adorers are responsible for finding substitute when they know they will be unable to attend at their scheduled hour. Please refrain from canceling on the same day as the software and people are not usually able to sub on last notice. If you need to cancel the same day, as some emergency are unavoidable, please try to contact those adorers around your hour.

The easiest ways to find a substitute are:

**FIRST:** Contact the other adorer (s) that **share the hour** with you to ensure that they will be present when you cannot. Their phone numbers or emails and names can be found by clicking on the button **'REQUEST SUBSTITUTE'**. By clicking the button, their information will pop up (image below).



**SECOND:** Contact the Adorers that are committed the hour **before or after** your scheduled hour. If there are at least two Adorers in these hours, often one will be willing to switch temporarily.

**THIRD:** Contact a friend to see if they are willing to substitute or perhaps switch with their scheduled hour. This can also be an opportunity to invite those who have never

been to Adoration to encounter Christ. You can refer them to our webpage to educate this person about adoration.

Go here <http://sttimothyparish.org/sacramental-life/holy-eucharist/adoration/>

**FOURTH:** Find Substitute from the Adoration Website by clicking the 'REQUEST SUBSTITUTE' button. For instructions, you can see this tutorial video by clicking here <https://sttimothy.weadorehim.com/help>

(This can also be found in the Help section on your account).

## **Inclement Weather Policy**

- In the event of some weather related closings, adorers are responsible for regularly checking either adoration webpage or checking your adoration account. The Church will also notify you via your preferred notification: email, text or phone that you've selected in your Adoration Account. The Parish follows Fairfax County Public School's inclement weather closings. If after school and evening events are cancelled, than ALL evening parish events are cancelled and the Divine Mercy Chapel is CLOSED. If schools are closed, then the parish is closed. Masses are as scheduled - people are to use their best judgment and err on the side of caution!
- 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 2 hour delay, the chapel will open at 10:00 am. If the Fairfax County Public schools close 2 hours early, the chapel will close at 2:00 pm. The Coordinator will notify all adorers that Adoration is cancelled through your preferred contact that you've selected on the Adoration website.

## **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.
- In the event of fire, serious illness, or physical threat to safety, call the Emergency 911 Number.
- If you become aware of suspicious or criminal activity, call the Sully Police Station (703) 814-7000 or call 911.

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<sup>i</sup>Zentner, S. (2018, April 23). *A Beginner's Guide to Eucharistic Adoration*.  
<https://bustedhalo.com/ministry-resources/a-beginners-guide-to-eucharistic-adoration>