



*St. Timothy Catholic Church*  
**GUIDELINES FOR ADORERS**

---

**Adoration Chapel of Divine Mercy**

[StTimothy.WeAdoreHim.com](http://StTimothy.WeAdoreHim.com)

Hours of Adoration

Mon-Fri 6:45 AM to 9:00 PM

Eucharistic Adoration Coordinator

Amy Powers, (703) 424-3158

[Adoration@StTimothyParish.org](mailto:Adoration@StTimothyParish.org)

St. Timothy Parish Office

(703) 378-7646

Mon-Fri 9 AM to 4:00 PM

Updated Spring 2021

# Welcome

Dear Adorers,

By making the commitment to be a regular Eucharistic adorer, you are answering Jesus's call to deepen your relationship with him. He desires that you know him and that knowledge comes from spending time with him.

How you spend your time with the Lord is something you should take time considering. Choose to spend it in any quiet, loving way that makes sense for you. If you have a particularly frantic life, just spending time being in his presence, encountering his love without distraction is truly a gift.

You may find the following suggestions of how you can spend your Holy Hour helpful.

**Pray the Holy Rosary.** Pray it slowly and with careful contemplation of the mysteries. If you find your mind wandering, consider praying a scriptural rosary, which assigns a line of scripture to each Hail Mary prayer.

**Use a prayer journal.** This is a great tool to make your relationship with God more tangible. Consider your entries as letters to God. Invite him into your worries and your activities and give him thanks for the blessings in your life.

**Read.** Whether it is a book about the life of a saint, the Catechism, a devotional or the Sacred Scriptures, reading helps us to direct our lives to God. As you are reading, if you feel that God is speaking to you, pause and listen.

**Share your heart.** 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.

I trust that this Holy Hour will become the best hour of your week. Thank you for making the commitment to Jesus and to our parish. Your commitment allows others to visit Our Lord whenever they need.

In Christ,

Amy Powers  
Eucharistic Coordinator

# General Information

**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, Amy Powers at (703) 424-3158.

## **The following rules are to be observed by all adorers.**

- The chapel is open for everyone to visit Monday through Friday during chapel hours. However, we are always in need of 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 [www.sttimothyparish.org](http://www.sttimothyparish.org) and click SIGN UP NOW under adoration.
- Before entering or leaving your seat in the chapel, if you are able and as a sign of reverence for the presence of the Lord, you are to kneel on both knees, with a gentle bow of the head while making the sign of the cross. If unable, you may genuflect on one knee or bow while making the sign of the cross when entering or leaving the presence of the Lord.
- Be mindful of proper, respectful attire. Attire should be modest and appropriate for solemn occasions, just as at Mass.
- Maintain a quiet reverence in the presence of the Lord. Casual conversation is inappropriate and discouraged.
- Spontaneous events or sermonizing are not allowed. Adoration is a peaceful, private time for each adorer.
- Eating and drinking in the Chapel is not permitted. Water is fine.
- No photographs are permitted.
- Cell phones are to be silenced. Talking on cell phones is not permitted. For emergency calls, please leave the chapel area.
- All electronic devices must be set to silent or vibrate mode. No electronic toys or games are permitted. If you are using a hand-held digital device as part of your devotion, please ensure that the sound is completely off and the light from your device display does not cause an undue distraction to other adorers.
- The restriction of electronic devices is extended to children and teens.
- Restrooms are available in the church.
- Nothing is to be placed on the altar or altar area
- Only clergy should approach the altar. Do not touch the altar or the monstrance. Venerate Our Lord from a distance.
- 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.
- 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 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, Amy Powers at (703) 424-3158.

- Each time you arrive to 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).
- Before you sign out, please make sure the next person for the next hour has arrived. It is important that we know that each hour is being covered.
- Each adorer's holy hour is scheduled on the hour every hour. It is important, therefore, to be prompt or even arrive a little early. The person scheduled before you may need to leave exactly when the hour has ended.
- If you cannot be in the chapel at your assigned time, please read the 'Procedure for Finding a Substitute'.
- Do not assume that another adorer present is the one scheduled for the next hour. They may have just stopped in for a brief visit. If in doubt, simply quietly ask them if they are the next scheduled adorer.
- Make sure the person who is scheduled to adore in the next hour is present before you leave. If the person does not show up and you are available to be the substitute, sign your name on the sign-in sheet and mark that you are a substitute.
- Be sure to keep your contact information current on the adoration website. This information is used to keep you informed of updates, such as closings due to inclement weather.
- If you are being called away on an emergency, and no one else is present, do not leave the chapel until you have followed these steps: Notify the parish office 703-378-7646. If there is no answer or it is beyond office hours, please contact the Eucharistic Adoration Coordinator, Amy Powers, (703) 424-3158.

## Emergency Procedures

- If you or anyone in the chapel should encounter problems such as illness or you sense that something out of the ordinary, please use your cell phone to obtain assistance.
- In the event of fire, serious illness, or physical threat to safety, dial 911.
- If you become aware of suspicious or criminal activity, call the Sully Police Station (703) 814-7000 or call 911.

# Procedure for Finding a Substitute

Adorers are responsible for finding a substitute adorer when they know they will be unable to attend at their scheduled hour. Cancelling on the same day should only happen as an emergency situation. If you absolutely must cancel on the same day, please try to contact adorers before and after your hour to see if they can cover for you.

- First, contact the other adorer(s) who share the hour with you to ensure that they will be present when you cannot be. Their phone numbers or emails and names can be found by clicking on the button 'REQUEST SUBSTITUTE'. By clicking the button, their information will appear.
- If the other adorer who shares the hour with you will also be absent (or if you are the only scheduled adorer), contact the adorers who are committed the hour before or after your scheduled hour. If there are two adorers or more for those hours, one may be willing to switch to your commitment temporarily.
- If you are not successful finding a substitute from the neighboring commitment hours, contact a friend to ask if they are willing to substitute or perhaps switch with their scheduled hour.
- If none of these methods are fruitful in finding a substitute, and as a last resort, use the adoration website by clicking the 'REQUEST SUBSTITUTE' button.

# Inclement Weather Policy

- In the event of a weather-related closing, we will notify you via your preferred notification: email, text or phone which you selected in your adoration account.
- The parish follows Fairfax County Public School's inclement weather closings. If afterschool and evening events are cancelled, then the Divine Mercy Chapel is closed. If schools are closed, the chapel is closed.
- In the case of a 2-hour school 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 whose scheduled adoration is cancelled using your preferred contact method, indicated on your adoration account profile.