



St. Charles Eucharistic Adoration Handbook



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WELCOME TO EUCHARISTIC ADORATION

St. Charles Adoration Chapel

Thank you for answering the call from Jesus Christ to adore Him in His Real Presence in the Eucharist for one hour a week in the St. Charles Adoration Chapel. By saying 'yes' to Him, who invited you, you join the line of people that stretches through centuries, from the stable in Bethlehem in the company of angels, shepherds, and Magi through all of history to this day. This mystical union of ages and adoring souls has sustained the very heart of the Church.

Eucharistic Adoration is the giving of your time to the Lord; it lasts for as long as your love for Jesus lasts. For such a commitment, the graces and blessings that will be bestowed on you and your loved ones will be abundant in this life and beyond measure in the next.

Fellow adorer, we are aware of the busy schedule that you have and the commitments that life places on you. We are grateful that you have chosen to make the Eucharistic Presence of Jesus a priority in your life and have made an oasis for Him in the midst of your chaotic pace of life.

Your commitment to Eucharistic Adoration is to grow in your personal relationship with Jesus and to contribute to the Church's mission to bring Christ to the world.

Your Holy Hour...

- Helps you to meet Christ, know Christ, love Christ, and serve Christ and brings great joy to his Sacred Heart
- Brings everyone in the world closer to Christ
- Helps to “contribute to the radical transformation of the whole world” (John Paul II, L’ Osservatore Romano, June 26, 1996)
- Blesses the Church with vocations through prayer
- Helps fallen away Catholics return to the Church
- Builds a bridge for our separated brethren to have a place of welcome before Jesus
- “Makes reparation for the great faults and crimes of the world” (John Paul II, Dominicae Cenae, Feb. 24, 1980)
- Gives you “peace that surpasses all understanding” (Phil. 4:7, John 14:27, 20:19)
- Provides His grace to sustain you in every moment, even after your time in adoration and especially in moments of temptation

May He who is ever present bless you, protect you, and may Our Most Holy Mother Mary, under Her title of Our Lady of the Blessed Sacrament, draw you ever closer to Her Son in His Real Presence in the Eucharist.

Thank you, again, for answering His call!

Chapel Guidelines

1. Please observe silence in the Adoration Chapel. The chapel is a place to spend time with Jesus, not visit with friends. Children and infants are always welcome in the chapel, so their quiet noises are okay.
2. Upon entering the chapel, please genuflect on one or two knees. If you are physically unable to genuflect, then you may make a profound bow.
3. Please arrive on time for your Holy Hour, and sign in.
4. As a scheduled adorer, you are responsible for staying with the Blessed Sacrament during your entire hour. Make sure to stay until the next scheduled adorer arrives so the Blessed Sacrament is always attended.
5. Be mindful of proper and respectful attire.
6. Please mute cell phones before entering the chapel.
7. Please refrain from touching the monstrance.
8. Only water is allowed in the chapel. Please leave other snacks and beverages outside.
9. Reading materials and other adoration resources are located in the Adoration Supply Box inside of the chapel.
10. Any items left in the chapel will be taken to the parish office.
11. Due to allergies of other persons, please refrain from wearing heavy perfumes or colognes.

Finding a Substitute – Procedures and Tips

1. If you are unable to make your hour, it is your responsibility to make sure your hour is covered. Here are the steps/options you can take to cover your hour:

a. If there is another scheduled adorer for your hour, check if they will be there to cover the hour when you will be gone (don't assume they will be). Only one person at minimum needs to be there to attend to the Blessed Sacrament, so if both scheduled adorers happen to be gone on a given week, only one person needs to find a sub.

b. Request a sub on the “We Adore Him” website.

c. Find a family member or friend to sub for you.

d. Please be sure to ask your sub to sign in.

e. Switch hours with another adorer for that week.

f. If you are unable to find a sub (e.g., there was a last minute family emergency), contact your Captain.

Note: *For those who lock the doors at night, it is important to make sure there is someone who can lock the doors in your absence.*

2. Please do not come to adoration if you are sick with a cold or other symptom that could be contagious or distracting. Inform your hourly prayer partner, and find a substitute.

3. See the “We Adore Him” website for a directory of all Adorers and Substitutes.

4. Advise your Captain and your prayer partners (those who share your hour) of your schedule and who will be substituting for you.

5. If no one shows up at the end of your hour:

a. Stay until the next scheduled adorer arrives.

b. Call the next adorer(s) who has not arrived (See the “We Adore Him” website schedule or the sign-in tablet for adorers scheduled for each hour).

c. Call the adorer(s) scheduled for the following hour to see if they can come any earlier.

d. Notify your Captain of the absence.

****Note:*** Please step out of the chapel before making the above calls.

Exposition of the Blessed Sacrament

Adorers who have the first hour of the schedule are responsible for exposing the Blessed Sacrament, until perpetual adoration is in place.

All supplies needed to open the chapel are in the Adoration Supply Box, kept in the sacristy closet near the monstrance.

Procedure

1. Turn on lights in the chapel (*switches are near the television*). The light above the monstrance should be all the way on (*up*). The other two can be adjusted to lower lighting.
2. Pull down blinds in the chapel.
3. Turn the black volume knob, which controls the sound from the church, down to 0 (*black knob is on the wall by the reconciliation room*).
4. Light the candles.
5. Retrieve the monstrance, which is located in the sacristy on the left side of the room behind the right sliding door.
6. Place the monstrance in the chapel on the shelf on the white, gold-trimmed linen (to be kept with the monstrance). Put the monstrance cover in the adoration supply box.
7. Slide open the door of the monstrance.
8. Go to the tabernacle. Bow reverently. Use your own tabernacle key to unlock the tabernacle.
9. Take out the round, gold Luna holder (“Guardium”) containing the round glass Luna holding the Blessed

10. Again, bow reverently, lock the tabernacle, and take your key.

11. Reverently carry the Blessed Sacrament to the Chapel.

12. Slide the Luna into the monstrance and slide it closed. Turn the monstrance to the front and position the monstrance in the middle of the shelf.

13. Place the Luna holder on the same shelf to the right of the monstrance.

14. The chapel is now prepared for Adoration.

***Note:** The adoration supply box stays in the chapel under the podium for the duration of open hours.

Exposition – Short version checklist:

1. Lights

2. Blinds

3. Sound

4. Candles

5. Monstrance/cover

6. Key/Tabernacle/Luna holder (“Guardium”)

7. Place Luna

Reposition of the Blessed Sacrament

Adorers who have the last hour of the schedule are responsible for reposing the Blessed Sacrament, until perpetual adoration is in place.

Procedure

1. If there are two or more present, you may recite a short prayer (ex: Divine Praises) and sing a verse of "Holy God, We Praise Thy Name" (found on the back page of the Daily Missal in the book shelf in the chapel).
2. Open the round gold Luna holder next to the monstrance.
3. Turn monstrance and slide open the door. Remove the Luna containing the Blessed Sacrament and slide it into the Luna holder.
4. Reverently carry the Blessed Sacrament back to the Tabernacle. Bow reverently.
5. With your own tabernacle key, open the tabernacle and place the Luna holder on the left side to the back.
6. Lock the tabernacle and take your key with you.
7. Return to the chapel, and carefully blow out the candles.
8. Return the monstrance, linen, and the adoration supply box to the sacristy. Open the right sliding door on the inner wall of the sacristy, and place the monstrance on the shelf to the right. Cover it, and place the linen on top of the monstrance.
9. Return to the chapel, pull the blinds, and turn off the lights.
10. Turn off the altar lights (by the ushers' room). All black knobs slide down under the master switch. Find the black button on the left with the red light, and push 'off' so the red light is off. White switches on the right should be down.

11. Turn off lights in Narthex (switches located in the hallway).
12. If you are the last person in the building, turn off all lights in hallways and in the Borromeo Room.
13. Lock and secure the building according to lockdown procedures.

Reposition – Short version checklist:

1. Short prayer/song
2. Place Luna in holder
3. Key/return Blessed Sacrament to Tabernacle
4. Candles
5. Monstrance/cover
6. Blinds
7. Lights
8. Altar lights, narthex, hallway, Borromeo room lights and lock up Borromeo room doors

There are times when the Blessed Sacrament will need to be reposed after Exposition. Please review the following:

Reposition of the Blessed Sacrament – Before Mass or if an Adorer needs to step out of the chapel or the next Adorer does not show up:

1. Remove the Luna from the monstrance and put it into the Guardium (Luna Holder)
2. Place the Guardium on the shelf next to the monstrance with the backside to the window blinds.
3. Blow out the candles.

There are times when an Adorer will enter the chapel and the Blessed Sacrament will be in the Guardium (Luna Holder). Please review the following:

Exposition of the Blessed Sacrament – After Mass or after an Adorer returns from stepping out of the chapel or when the next Adorer arrives and no other adorers are present:

1. Light the candles; lighter is in the sacristy.
2. Remove the Luna from the Guardium and put the Luna into the monstrance.

**Adoration Key Contents: See the Saint Charles
Parish Website (www.stcharleshartland.com)**

Coordinator:

Matthew Gizelbach

414-232-8023

matthew.gizelbach@gmail.com



Adoration Coordinator Responsibilities

1. Oversees the adoration program and ensures all aspects are correctly observed according to Canon Law and to the wishes of the pastor.
2. Works on a regular basis to keep the Master Adoration Schedule up-to-date.
3. Strives to have at least two or more adorers for each hour.
4. Works with the Daily Captain(s) to find a substitute if an adorer is unable to locate someone.
5. Conducts the organizational meetings before the initiation of Perpetual Eucharistic Adoration.
6. Maintains the flow of communication at all times and disseminates information to the Daily Captains and adorers so that the adoration program runs smoothly.
7. Conducts meetings with Daily Captains as needed.
8. Designates a liaison to the parish office for contacting new parishioners about the adoration program.

Captain Responsibilities

1. Contact person responsible for assigned day/hour.
2. Agrees to prayerfully support adorers in their hour and prays for their commitment.
3. Makes sure that an adorer will be present in the hour scheduled for the assigned day.
4. Checks the sign-in book each week to ensure adorers are attending their scheduled holy hour.
5. Calls adorers whenever they do not attend at scheduled time.
6. Ensures that each adorer has a clear understanding of the proper method for finding substitutes when they are unable to attend their holy hour in a given week.
7. Responsible for working with the Coordinator to find a substitute if the adorer is unable to locate someone.
8. Contacts the Coordinator when there is a need to permanently replace an adorer or when an adorer needs to change their hour.
9. Calls the gathering of their adorers before perpetual adoration begins so all can get to know each other.
10. Ensures that adorers know they can contact each other to find replacements by switching days.

Four Basic Forms of Prayer

1. Prayers of Blessing and Adoration (Praising God)
2. Prayers of Petition (Asking for what we need; including forgiveness)
3. Prayers of Intercession (Asking for what others need)
4. Prayers of Thanksgiving (For what God has already given and done)

Miscellaneous Information

1. Please record your adoration day and time on your personal calendar.
2. If the chapel closes due to weather and the closing affects your hour, you will be notified by your Day Captain. Please also check the parish website for updates.
3. If the chapel becomes too warm or cold, you may prop open the door to the church for better circulation (if there are no events going on in the church).
4. Should the candles need replacing there are two candles and a lighter in the adoration supply box, located in the chapel during adoration hours and in the sacristy at all other times.
5. Please do not leave reading materials in the chapel.
6. **Please be respectful of our Priests and parish staff members when they adore in the chapel; their prayer time is important to them too.**
7. St. Charles is an active parish, with occasional interruptions to the desired silence in the chapel. Please be understanding as we try to minimize it.

Notes & Personal Sub Listing

CONSECRATION TO OUR LADY
OF THE
BLESSED SACRAMENT

Virgin of Fatima, New Eve, and Spouse of the Holy Spirit, we
consecrate our lives, our families, and our parish to your
Sorrowful and Immaculate Heart.

We ask you to help us to be sparks that will enkindle in this
world a great fire of love for Jesus in the Eucharist.

May His Innocent Blood continue to plead for our salvation in the
Most Holy Sacrament of the Altar. May His Eucharistic Light
pierce the darkness of our minds. May His Eucharistic Power
heal and transform the lives broken by sin.

May His Eucharistic Love bring unity and peace to the Church.
And, through your maternal and queenly intercession may the
Lord Jesus Christ take up His Eucharistic Reign of holiness and
love in every human heart.

Amen.

