



## OFFICE POLICIES AND PROCEDURES

<b>SUBJECT:</b>	<b>GROUP ADORATION</b>
<b>EFFECTIVE DATE:</b>	<i>February 1, 2017</i>
<b>DATE LAST REVIEWED:</b>	<i>January 26, 2020</i>

### PURPOSE/OVERVIEW

St. Cecilia Catholic Church (SCCC) will use this policy to facilitate and schedule the practice of Adoration and Prayer before the Blessed Sacrament for the groups and ministries of the parish.

### APPLIES TO

This policy applies to all ministries, groups, and associations who operate under the auspices of St. Cecilia Catholic Church.

### POLICY

Ministries and groups wishing to conduct ongoing group adoration in the Chapel must plan such occurrences with the Liturgy Office as well as the Adoration Ministry. Ministries, groups, and individuals are NOT at anytime permitted to conduct unscheduled or unapproved group prayer in the chapel. Failure to schedule the Adoration with the Adoration Ministry and obtain the necessary approvals will result in a ministry's/group's privilege to have group prayer in the chapel revoked.

Protocol for scheduling group Adoration in the Chapel:

1. Contact the Liturgy Office and express the desire to conduct such Adoration.
2. The Liturgy Office will communicate with the Adoration Ministry and obtain the current schedule.
3. Schedule permitting, the ministry/group will choose which open hour they would like to occupy.
4. No group Adoration will be held after 10:00 pm.
5. It is understood that groups must begin and end promptly at the appointed time. At the end of the appointed hour, groups must clean up and vacate the chapel in complete silence and as quickly as possible.
6. When a ministry or group signs up to occupy a particular hour of adoration, it is understood that someone from the group must fulfill the hour of Adoration every week, even if the group Adoration is not occurring that particular day.
7. Group adoration is limited to once per week for any particular group or ministry.
8. Group adoration will be advertised in the bulletin and open to the public.

The proper place for Exposition and Adoration is the Church and its Chapel. ALL requests by groups or individuals to conduct Adoration in any other facility on the St. Cecilia campus MUST approved by the Pastor, the chief Liturgist of the parish, via the Liturgy Office. Any request for Exposition and Adoration that would deviate from usual Adoration schedule of the St. Cecilia Chapel must also be approved in advance by the Pastor, or the Director of Liturgy and Music at the Pastor's direction.



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Requests for Adoration at locations other than the St. Cecilia campus (i.e. retreats) must be coordinated with the Liturgy Office no less than two weeks prior to the event.

### **CONTACT**

You should direct questions regarding this policy to the Liturgy Office.

### **EXCEPTIONS**

Must be approved by the Pastor or Director.

### **RELATED POLICIES, PROCEDURES AND MATERIALS**