

# Eucharistic Adoration FAQs

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## About the Facility

### **Where is the Adoration Chapel?**

The Adoration Chapel is in the church building, on the east side (the church office side).

### **Where do I park?**

You may park anywhere, but the closest parking is on the east side of the church along the driveway, between the church and school.

### **Where do I enter the Adoration Chapel?**

Please use the exterior door on the east side of the Adoration Chapel across from the church office.

### **How do I get in?**

The door will be unlocked during normal church office hours (8:30am – 5:00pm weekdays). At other times you will enter a code on the door keypad, to gain entry. When you sign up for a Holy Hour or to sub you will be sent an email with the door code for the door keypad that allows access through the exterior door. Note that the code is four numbers and the # sign. You must enter the # sign after the four numbers.

### **How do I get the door code?**

When you sign up for a Holy Hour or to sub you will be sent an email with the code. Note that the door code is four numbers and the # sign. You must enter the # sign after the four numbers.

### **Can I share the door code?**

No. Please do not share the door code. Everyone who needs the door code will receive it in advance.

### **Are there times when I can get in without using the keypad?**

Yes, between 8:30am and 5:00pm on week days (except holy days and holidays when the church office is closed) the outer door will be unlocked, and no code will be needed.

### **What if I need to use the restroom?**

If there is no one else in the Adoration Chapel, please veil the Mary Monstrance and unveil upon returning. The veil is a rectangular piece of cloth located on a rod to the left on the altar. Simply drape the monstrance from front to back, covering the monstrance entirely. Please use the restroom across the hall from the Adoration Chapel. Note that during School Masses, the interior door from the Adoration Chapel to the church hallway will be locked, you may use the church office restroom.

### **How early should I arrive for my scheduled hour?**

Please arrive at least 5 minutes in advance.

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## What to do at Adoration?

### What do I do once I'm in the Adoration Chapel?

If this is your scheduled time, sign in at the kiosk (or initial by your name, if kiosk is unavailable). If you are visiting, please register on the paper sign-in sheet provided.

### What do I do at Adoration?

There are many suggestions on the parish website on the [Eucharistic Adoration page](#) and you are welcome to use the resources that are provided near the kiosk in the Adoration Chapel.

### What do I do if I want music?

You may bring personal music, but please remember to use earbuds to respect others.

### What if I just want to show up and/or I am not signed up?

You are most welcome. Please consider [signing up as a sub or on the regular schedule](#). The Adoration Chapel is open during regular business hours weekdays 8:30am to 5:00pm. You will not be able to access the chapel at other hours since the door is access controlled. Scheduled adorers will be given the code in advance.

### What if I just want to experience adoration without signing up?

We welcome you and hope the experience will move you towards becoming a regularly scheduled Adorer or substitute in the future. The Adoration Chapel is open during regular business hours 8:30am to 5:00pm. You will not be able to access the chapel at other hours since the door is access controlled. Scheduled adorers will be given the code in advance. If you'd like to sign up visit <https://standrewcc.org/eucharistic-adoration>.

### How do I veil the Mary Monstrance?

The veil is a rectangular cloth located on the veil holder on the wall to the left of the altar. Simply cover the monstrance from front to back so it is covered entirely.

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## What to do in an Emergency?

### What do I do in an emergency?

Emergency procedures are located in all parish buildings. These procedures are posted near the door. Please bring your cell phone and be aware of your surroundings. If you need to leave and there is no one else there, please veil the Blessed Sacrament. The veil is a rectangular piece of cloth located on a rod to the left on the altar. Simply drape the monstrance from front to back, covering the monstrance entirely.

### What if I am the only one there and I have to leave for any reason (sick, emergency, restroom, etc.)?

If you need to leave and there is no one else in the Adoration Chapel, please veil the Blessed Sacrament. The veil is a rectangular piece of cloth located on a rod to the left on the altar. Simply drape the cloth over the Mary Monstrance, covering it entirely.

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## Substitutes (i.e. Subs)

### How far in advance should I request a sub?

Please request a sub as soon as you are aware of your schedule conflict. A minimum of 4 hours is needed, 24 hours or more is preferred.

### How do I request a sub?

Log in to [Volunteer Scheduler Pro](#) (i.e. VSP, or download the app in the [App Store](#) or [Google Play](#)), the system we use to manage the Eucharistic Adoration schedule, using the login information you received when you signed up. Click/tap the *My Schedule* tab and click request sub next to the day/time for which you need to *request a sub*. If you have any trouble doing so, please contact your shift leader.

### How do I accept a sub time?

When you signed up, you may have indicated you were open to sub requests. If so, you will receive an email for sub requests with instructions on how to accept a sub request. If you wish to change the times for which you receive sub requests, please log in to [Volunteer Scheduler Pro](#) (i.e. VSP, or download the app in the [App Store](#) or [Google Play](#)), the system we use to manage the Eucharistic Adoration schedule, using the login information you received when you signed up. Click/tap the *My Profile* tab to modify your *Shift Preferences* or *Unavailable dates / times*.

### How do I volunteer to be a sub?

When you signed up, you may have indicated you were open to sub requests. If you wish to receive sub requests for times other than your scheduled Holy Hour or current hours for which you receive sub requests, please log in to [Volunteer Scheduler Pro](#) (i.e. VSP, or download the app in the [App Store](#) or [Google Play](#)), the system we use to manage the Eucharistic Adoration schedule, using the login information you received when you signed up. Click/tap the *My Profile* tab to modify your *Shift Preferences* or *Unavailable dates / times*.

### What if no one responds to my sub request?

Promptly notify your shift leader.

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## What if...?

### What if the person signed up following my shift does not show up?

Wait if you can. If not, and if there is no one else there, please veil the Mary Monstrance. The veil is a rectangular piece of cloth located on a rod to the left on the altar. Simply drape the monstrance from front to back, covering the monstrance entirely. It is very important that you contact your shift leader to tell them of the issue.

### What if I can no longer fulfill my Holy Hour obligation long term?

Please contact your shift leader.

### Whom do I contact about any issue?

Your shift leader.

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## General Questions

### **Will we continue to have Thursday Benediction and Holy Hour?**

We will no longer have Thursday night Benediction and Holy Hour. After the 8:00am Mass on Friday, the newly consecrated Blessed Sacrament will be placed in the Mary Monstrance and exposed for Adoration in the regular chapel while the new Adoration Chapel is being cleaned. There will be Benediction at noon every Friday in the regular chapel, then the Host will be moved to the new Adoration Chapel for continuing Adoration.

Note: There will be no Adoration on Fridays 8:00am to 8:45am, during Mass.

### **Are there any general behavioral guidelines?**

Do not use electronic devices for entertainment. Limit texting to quick, necessary communication. Please keep electronic devices set to "silent". If you are using them as prayer or focus aides, please use earbuds for listening. No food or beverages allowed in the Adoration Chapel; water is permitted, if required. Dress appropriately (i.e. modest and respectful).

### **Will there be Adoration on holy days and national holidays?**

At this time the Adoration Chapel will be closed on holy days and national holidays, reflecting the Church office hours.

Note: Saint Andrew Church and School follow the Fort Worth Independent School District inclement weather policy for closings.

### **What if someone is being disrespectful, loud, or inappropriate during Adoration?**

Gently and lovingly remind them of the nature of Adoration.

### **What do I wear?**

Dress appropriately (i.e. modest and respectful).

### **What if the chapel is full (i.e. school class)?**

Praise God! You may consider coming back at another time. Use the application to find a less busy hour.

### **What if I need to use restroom?**

If you need to leave and there is no one else in the Adoration Chapel, please veil the Blessed Sacrament. The veil is a rectangular piece of cloth located on a rod to the left on the altar. Simply drape the cloth over the Mary Monstrance, covering it entirely. Note that during school Masses, the interior door will be locked, though you may use parish office restroom.

### **What if someone knocks on the outside door?**

Anyone scheduled to be an Adorer will have the code. We recommend you do not answer the door. If during Church office hours, they may go to the office. If the office is closed, we still suggest you not answer the door.

**What if I cannot kneel?**

Kneeling is not required. Appropriate attitude and respect are expected. A reverent demeanor is all that is necessary.

**What do I do if I want music?**

You may bring personal music, but please remember to use earbuds to respect others.

**May I bring my children?**

Most certainly. Please remind your children to be respectful and reverent. This is a great opportunity to teach your children about spending time with Our Lord and engaging in prayer. Please remember that this is not a time for use of electronic devices for entertainment. For their own safety, they must be with you at all times.

**May my teenage children come alone?**

Using Diocesan Safe and Sacred Guidelines, please use your own judgement. For your child's protection remind them to be aware of their surroundings at all times.

**What is the opening and closing procedure (first and last shift)?**

Arrive 10 minutes early, turn on the lights and unveil the Mary Monstrance. Fold the veil and hang it on the veil holder on the wall to the left of the altar. If you are the last to leave, cover the Mary Monstrance with the veil, the rectangular piece of cloth located on a rod to the left of the altar. Simply drape the monstrance from front to back, covering the monstrance entirely.

**Do I need to be an Extraordinary Minister of Communion (EMC) for the opening and closing hour?**

No. You must, however, have completed all the requirements associated with the Diocesan Safe Environment program. Adorers for the opening and closing hour will have special instructions related to the facility in case they encounter unanticipated issues with opening or closing the facility.