



PERPETUAL ADORATION  
AT THE CHURCH OF  
THE RESURRECTION

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## Orientation Information

### **KEEPING YOUR HOUR:**

It is important to the success of Perpetual Adoration that you keep your assigned time or find a substitute. We ask you to arrive at least five minutes before your hour, complete your hour, and wait until the next scheduled adorer arrives in the chapel. To the extent possible, we want to have someone in Adoration at all times (“24x7”) exclusive of Mass times.

### **ENTRANCE:**

Use the main church entrance near the 11<sup>th</sup> Avenue parking lot. When the interior doors are locked, simply enter the outside doors into the vestibule and ring the doorbell located on the left side of the doorframe. Someone will come from the Chapel and unlock the inner doors for you.

### **SIGN-IN /SIGN-OUT:**

Please use the sign-in kiosk located outside the chapel door. To do so, please use the attached stylus to select your name which should be displayed. If you are visiting the chapel at any time other than when you are scheduled or substituting then please sign in as a guest.

### **PROBLEMS:**

If you have a problem while at Adoration please contact the Hourly Captain, Division Administrator, or Team Leader (see Appendix A). PLEASE do not leave the Blessed Sacrament unattended except for necessary brief absences, such as using the restroom or opening the church door for someone.

**IF YOU MUST LEAVE** and there is no other adorer, please place the cover over the Monstrance using the instructions on the altar.

### **TELEPHONE:**

A phone is located near the door to the church sacristy which you may use in case of emergency. Lift the receiver, push the “OUTGOING” button, and dial the number (911, the Hourly Coordinator, Division Coordinator, or Head Coordinator as necessary).

### **SUBSTITUTES:**

Whenever possible, we have tried to assign at least two people to the same hour. We ask you first to plan ahead as much as possible. However, when you cannot make your assigned hour for whatever reason, you should:

- First call the adorer who shares the hour with you to make sure (do not assume) they will be there.
- Ask a spouse or a friend to cover for you.
- If neither option above helps you then use the program WeAdoreHim.com link in Chapter 8 on how to request a substitute.
- If you do not have access to the web, call your Captain (Hourly Coordinator) for assistance. If your Captain is not available then call your Administrator (Division Coordinator). Contact information is listed in Appendix A.

### **RESTROOMS:**

The restrooms are located near the main entrance of the Church in the gathering space.

### **PRAYER PETITIONS:**

Let us remember to pray for each other and our needs. Please know there are blank “Prayer Hearts” provided on which to write your personal petitions. These may be placed in the basket under the altar or in the basket at our sign in desk.

## Guidelines

So that all who come may adore Our Lord without distraction, please consider the following suggestions.

1. The hour you spend with Jesus in the Blessed Sacrament may be spent in any way you wish. You may bring prayer books, read the Bible, pray the Rosary, or just relax and enjoy the peace that comes from being in His presence. You may feel you cannot pray well. Do not let this discourage you. The fact you came to spend time with Jesus in the Blessed Sacrament pleases Him very much and is in itself a prayer of faith.
2. Please dress in a respectful and appropriate manner for Adoration.
3. Other people in the chapel will want to adore Our Lord in their own way and most will want to do so quietly. Please make sure all of your time in the chapel is respectful of both the sacrament and others in the chapel. Group prayers such as the Rosary or singing is appropriate, but please make sure it will not disturb others. General conversation or cell phone calls should be done in the gathering space.
4. For those whose hour of adoration is between 9 pm and 6 am, please make sure the exterior doors are closed and therefore locked.
5. Parents are encouraged to bring their children. As Jesus said, "Let the little children come to Me." Please supervise your children. There are some children's books in the back of the Chapel to occupy their time. This would be a good time to teach your children reverence and love for Jesus in the Blessed Sacrament. For example, if you are alone with your children in the Chapel, you might teach them to pray the Rosary.
6. You are encouraged to use the reading materials provided above the sign-in book outside the Chapel doors. Please return them when you are done so others may use them.
7. If someone arrives during your hour, DO NOT assume they will be staying for the whole hour. They may just be stopping in for a brief visit. Please do not leave before your hour is completed and the scheduled adorer for the next hour has come. If you are unsure who the person is, ask if they are substituting for someone.
8. **In the event of an emergency in which the Chapel must be evacuated** (such as a tornado) follow the emergency instructions on the main bulletin board across from the chapel. If you leave, cover the Monstrance by following the instructions on the altar.
9. If you need to make a permanent change in your scheduled time for Adoration or wish to be taken off the schedule completely, please call your Hourly Coordinator as soon as possible so that adequate time is given to find an adorer to take your place.

## Procedures for Nighttime Adorers

(9:00pm to 6:00am)

### **If an adorer's hour is over and the next adorer has not arrived:**

- Stay if you can
- If you can't stay:
  1. Cover Jesus (the monstrance)
  2. Proceed to the main church doors and place the door lock in the OFF position. Looking at the church doors from inside, the lock switch is located at the left side of the door at the very top (toggle switch).
  3. When the next adorer arrives the main door will be open. Upon entering the church, the adorer will need to switch the door lock to the ON position (this locks the door).
  4. Proceed to the Adoration Chapel and uncover Jesus.

### **If an adorer arrives at the church and finds the doors locked and no one to let them in:**

- Ring the doorbell at the rectory. A priest will open the church.

### **In the case of an emergency situation and the adorer needs to leave:**

- The adorer does not need to cover the monstrance
- As the adorer leaves the church, make sure the door is locked (ON) and proceed to the rectory to let the priest(s) know what is happening.
- The priest(s) will make the determination of action.

## Weather/Emergency Closings

### Policies – Weather Cancellations

Find parish closing information at: [kaaltv.com](http://kaaltv.com); [kttc.com](http://kttc.com); [www.rescathroch.org](http://www.rescathroch.org)

With a forecast for snow 4 months of the year in Minnesota, Resurrection would like to remind all parishioners and community members of the policy/procedures for the delay, cancellation or closing of events on site.

The following articulates the procedures that are followed by the Church of the Resurrection when it becomes necessary to close the campus or cancel classes, meetings or other activities due to inclement weather or other emergency conditions.

### Procedure: Parish Office and Scheduled Events

In times of inclement weather or other emergency conditions, the Church of the Resurrection will match the same operations procedure as Rochester Public Schools (RPS). Should RPS cancel or delay activities, Resurrection will also cancel or delay activities to the degree that best suits the parish community.

Additionally, assessment of conditions shall be the responsibility of the Resurrection pastor, or his designee. For purposes of campus closings, the parish administrator is Resurrection's official designee of the pastor.

Discretionary assessment will be made by the pastor or parish administrator when weather or emergency conditions make it necessary to close the campus or cancel classes, meetings or other activities, particularly on RPS holidays or weekends.

Whenever possible, the decision to close the campus, have a delayed opening or cancel meetings/classes will be made and announced prior to 7:00 a.m. Whenever possible the decision to cancel evening activities will be made by 3:00 p.m.

### Procedure: Eucharistic Adoration

You may expect that when the parish office is closed, the Fr. Winkels Chapel/Eucharistic Adoration will also be temporarily closed. When the chapel is closed, the Blessed Sacrament is reposed and the monstrance will be empty. In this circumstance, adorers are free from obligation to appear for their registered holy hour.

If the chapel is closed on a weekday (Monday-Friday), the closure will last until 9am the following day. If the chapel is closed on a Saturday, the closure will last until 11:30am on Sunday morning, following the Sunday liturgies. This allows for the parking lots to be plowed.

Announcements for closures will be posted on [kaaltv.com](http://kaaltv.com), [kttc.com](http://kttc.com), and [www.rescathroch.org](http://www.rescathroch.org). When possible, closures will be announced by 7am. Specific announcements for nighttime closures will be made by 7pm.

Special questions may be directed to the adoration hourly coordinators/division coordinators.

### Communication Plan:

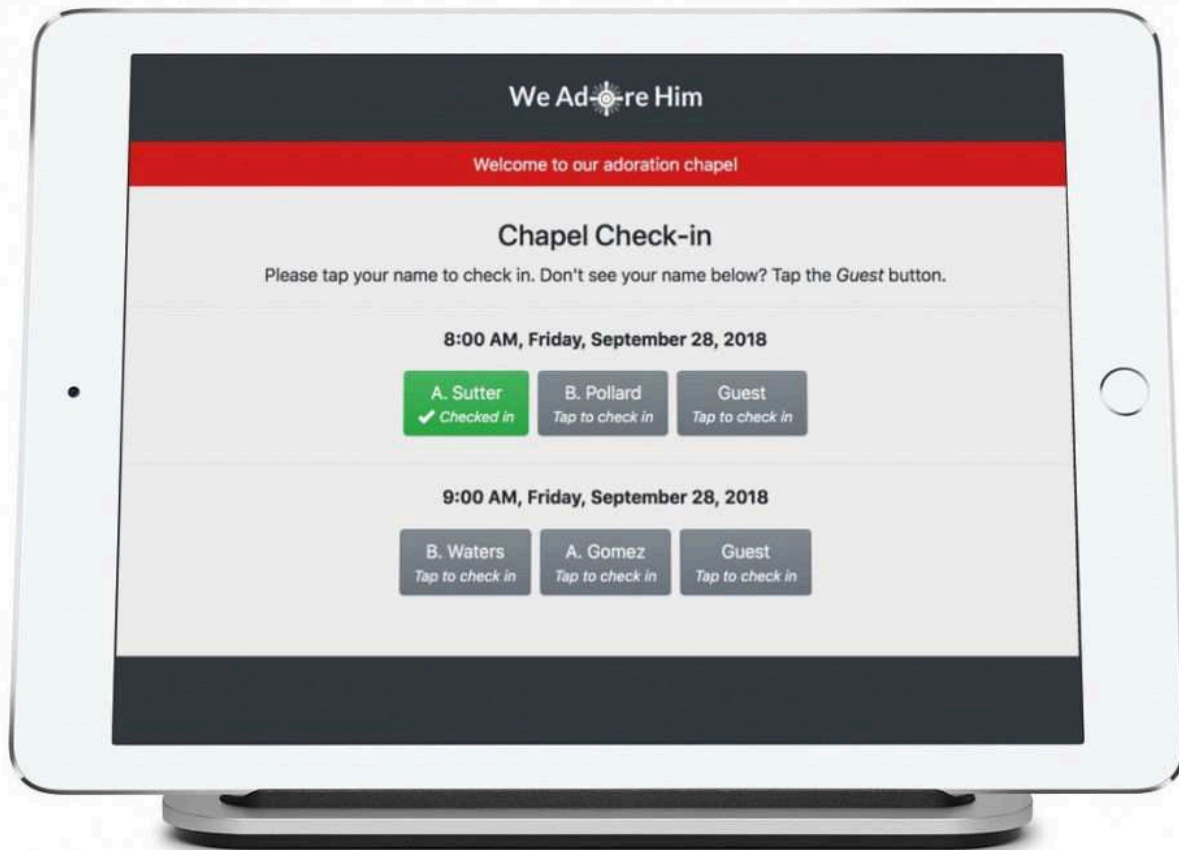
During a closure or emergency, an alert will be posted on to Resurrection's website.

In addition, the following TV media outlets will be notified: [kaaltv.com](http://kaaltv.com) and [kttc.com](http://kttc.com)

## KIOSK: How do we track attendance? Can adorers check in?

Yes, adorers can easily check in with our super-duper **Chapel Check-in Kiosk**.

And administrators have instant online access to all attendance records with easy-to-understand reporting.



The Chapel Check-in Kiosk

For a brief video showing what how adorers interact with it to check in for their scheduled adoration commitment, or as a guest visitor, **Ctrl + Click** on the link below.

<https://weadorehim.com/articles/kiosk>



## Appendix A

### Church of the Resurrection Adoration Team

Team Leader			
	Tom Osten	(507) 993-3850	<a href="mailto:ostentj@gmail.com">ostentj@gmail.com</a>
Administrators (Database Coordinator)			
	Tim Fague	(507) 202-7587	<a href="mailto:tfague@msn.com">tfague@msn.com</a>
Administrators (Division Coordinators)			
Night: 12-5 AM	Mary Lou Delaney	(507) 202-2610	<a href="mailto:mldelaney823@gmail.com">mldelaney823@gmail.com</a>
Morning: 6-11 AM	Pat Schoenfelder	(507) 288-7167	<a href="mailto:prschoenfelder@gmail.com">prschoenfelder@gmail.com</a>
Afternoon: 12-5 PM	JoAnn Siple	(507) 288-2414	<a href="mailto:jmsiple@hotmail.com">jmsiple@hotmail.com</a>
Evening: 6-11 PM	Therese Schoenfelder	(507) 288-3514	<a href="mailto:theschoens97@gmail.com">theschoens97@gmail.com</a>
Captains (Hour Coordinators)			
12:00 AM	UNASSIGNED		
1:00 AM	UNASSIGNED		
2:00 AM	Mary Robak	(507) 358-5629	<a href="mailto:mary.robak@gmail.com">mary.robak@gmail.com</a>
3:00 AM	Mary Lou Delaney	(507) 202-2610	<a href="mailto:mldelaney823@gmail.com">mldelaney823@gmail.com</a>
4:00 AM	UNASSIGNED		
5:00 AM	UNASSIGNED		
6:00 AM	Joanne Huegel	(507) 292-1702	<a href="mailto:joanne.huegel@gmail.com">joanne.huegel@gmail.com</a>
7:00 AM	Pat Schoenfelder	(507) 288-7167	<a href="mailto:prschoenfelder@gmail.com">prschoenfelder@gmail.com</a>
8:00 AM	Pat Schoenfelder	(507) 288-7167	<a href="mailto:prschoenfelder@gmail.com">prschoenfelder@gmail.com</a>
9:00 AM	Christina Schotzko	(507) 272-4813	<a href="mailto:cbschotzko2012@gmail.com">cbschotzko2012@gmail.com</a>
10:00 AM	Jean Brandt	(507) 396-4055	<a href="mailto:jeanbrandtbritton@icloud.com">jeanbrandtbritton@icloud.com</a>
11:00 AM	Carol Vehrenkamp	(507) 282-0156	<a href="mailto:carolmv@charter.net">carolmv@charter.net</a>
12:00 PM	Jean Weland	(507) 254-8812	<a href="mailto:welandjeancm@gmail.com">welandjeancm@gmail.com</a>
1:00 PM	Kim Shimak-Hansen	(507) 287-0384	<a href="mailto:ghansen10@msn.com">ghansen10@msn.com</a>
2:00 PM	Janice Schelonka	(507) 287-9767	<a href="mailto:bjschelonka@gmail.com">bjschelonka@gmail.com</a>
3:00 PM	Rosie Elwood	(507) 282-3744	<a href="mailto:polkabob@medcityweb.com">polkabob@medcityweb.com</a>
4:00 PM	Mary Amiot	(507) 287-6481	<a href="mailto:mamiot@hotmail.com">mamiot@hotmail.com</a>
5:00 PM	Patrick O'Donnell	(507) 251-6383	<a href="mailto:pm.odonnell@charter.net">pm.odonnell@charter.net</a>
6:00 PM	Tim and Marge Fague	(507) 288-6578	<a href="mailto:tfague@msn.com">tfague@msn.com</a>
7:00 PM	Richard and Diane Doty	(507) 289-6694	<a href="mailto:dnddoty@charter.net">dnddoty@charter.net</a>
8:00 PM	UNASSIGNED		
9:00 PM	Jeanne & Eric Krochta	(507) 269-1740	<a href="mailto:cheferic37@charter.net">cheferic37@charter.net</a>
10:00 PM	UNASSIGNED		
11:00 PM	Elizabeth Hanson	(507) 286-8957	<a href="mailto:hansonlizzie@hotmail.com">hansonlizzie@hotmail.com</a>