



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 11th 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 your Division Coordinator (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.

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 Division Coordinator (Appendix A) for assistance.

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. Since our Adoration Chapel received designation as a Divine Mercy Chapel by Pope John Paul II, we encourage one Adorer per hour to take 5-10min and recite the Divine Mercy Chaplet for the dead or dying that hour. Divine Mercy Chaplet pamphlets can be found in the chapel kneelers.
3. Please dress in a respectful and appropriate manner for Adoration.
4. 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.
5. For those whose hour of adoration is between 7 pm and 7 am, please make sure the exterior doors are closed and therefore locked.
6. 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.
7. 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.
8. You are welcome to donate vases of cut flowers to the chapel. Avoid heavy pollen plants like lilies for people with allergies. The Art Environment team will water the vases and remove dead bouquets. If you would like to donate other items like altar cloths, please ask the office first. Do not move or remove any items belonging to the Art Environment, including flowers, nativities, and altar cloths. If you have questions please ask the office.
9. 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.
10. **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.
11. 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 Division Coordinator as soon as possible so that adequate time is given to find an adorer to take your place.

Procedures for Nighttime Adorers

(7:00pm to 7:00am)

Overnight Admission to the chapel

When the door rings during the overnight hours, use the intercom and camera (outside the chapel doors) to determine who it is (see Appendix B). If you are not familiar with the person, you can choose not to acknowledge or let them in, or, before allowing them in, you can inquire their name over the intercom and check if they are a registered Adorer/substitute using the directory next to the intercom/camera.

If they are registered, you can let them in.

If they are not registered **you do not** have to let them in.

In general, our policy is if you do let a non-scheduled person into Adoration during the overnight hours, you should ask them to leave when you do. This is because the subsequent Adorers for the evening might not know or approve of the Adorer you let in.

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

- Stay if you can, but if you absolutely cannot stay until the (next) Adorer arrives:
 1. Open the small side cabinet (right side wall) and retrieve the cover-cloth and place over Jesus (the monstrance) on the altar. Do not otherwise handle the monstrance unless you are assigned to repose or expose the Blessed Species.

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
- Whenever possible, proceed to the rectory to let the priest(s) know what is happening.

If you feel unsafe or see any suspicious activity anywhere on the church grounds:

- Please call the **police** at **911** if it is an emergency
- Otherwise call the **police** at **507 328 6800**
 - **Police response times for the Church of the Resurrection averages under 4 minutes typically.**
- Call the Team Lead and Division coordinator (Appendix A) to inform us of the incident.

Weather/Emergency Closings

Main Campus Policies – Weather Cancellations

Find parish campus closing information at: kaaltv.com; ktcc.com; 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. **The Adoration Chapel may still be open even if the rest of the campus is closed.**

Procedure: Parish Office and Scheduled Events

In times of inclement weather or other emergency conditions, the Church of the Resurrection campus 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.

Eucharistic Adoration Chapel Closings

The decision to close the Adoration chapel is made with guidance from the Adoration Team **separately from the overall church campus**. In case of inclement weather, after consultation with the Pastor, the Adoration Team will use the WeAdoreHim messaging system to inform Adorers of Adoration Chapel closings and re-openings. The Adoration team may also contact the affected Adorers separately to inform them of the closing and opening times. When the Adoration chapel is closed due to weather, a closure sheet is posted on the entrance doors to the church.

The Adoration team will repose Jesus and expose Jesus as necessary during the closings.

In addition to the WeAdoreHim messages, announcements for closures will be posted on kaaltv.com, ktcc.com, and www.rescathroch.org.

Other questions may be directed to the adoration coordinators found in Appendix A.

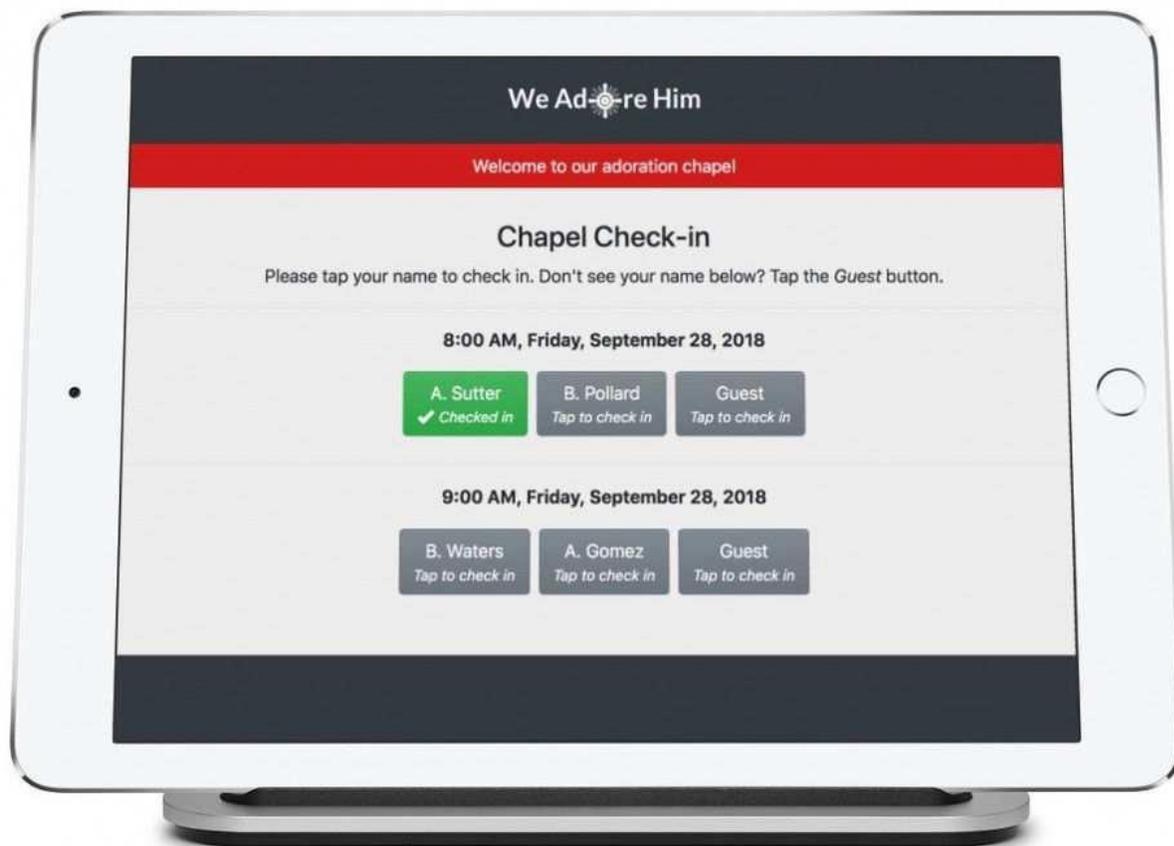
Communication Plan:

During a closure or emergency, an alert will be posted on to Resurrection's website, KTTC.com, KAAL, and thru the WeAdoreHim messaging system as previously discussed.

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 | ostentj@gmail.com |
|-----------|----------------|--|

Administrators (Database Coordinator)

| | | |
|-----------|----------------|--|
| Tim Fague | (507) 202-7587 | tfague@msn.com tfague@gmail.com |
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Administrators (Division Coordinators)

| | | | |
|--------------------|----------------------|------------------|--|
| Night: 12-5 AM | Mary Lou Delaney | (507) 202-2610 | mldelaney823@gmail.com |
| Morning: 6-11 AM | Gloria Fliccek | (507) 251-3781 | gfliecek@gmail.com |
| Afternoon: 12-5 PM | JoAnn Siple | (507) 288-2414 | jmsiple@hotmail.com |
| Evening: 6-11 PM | Therese Schoenfelder | (507) 259-8886al | theschoens97@gmail.com |

Appendix B

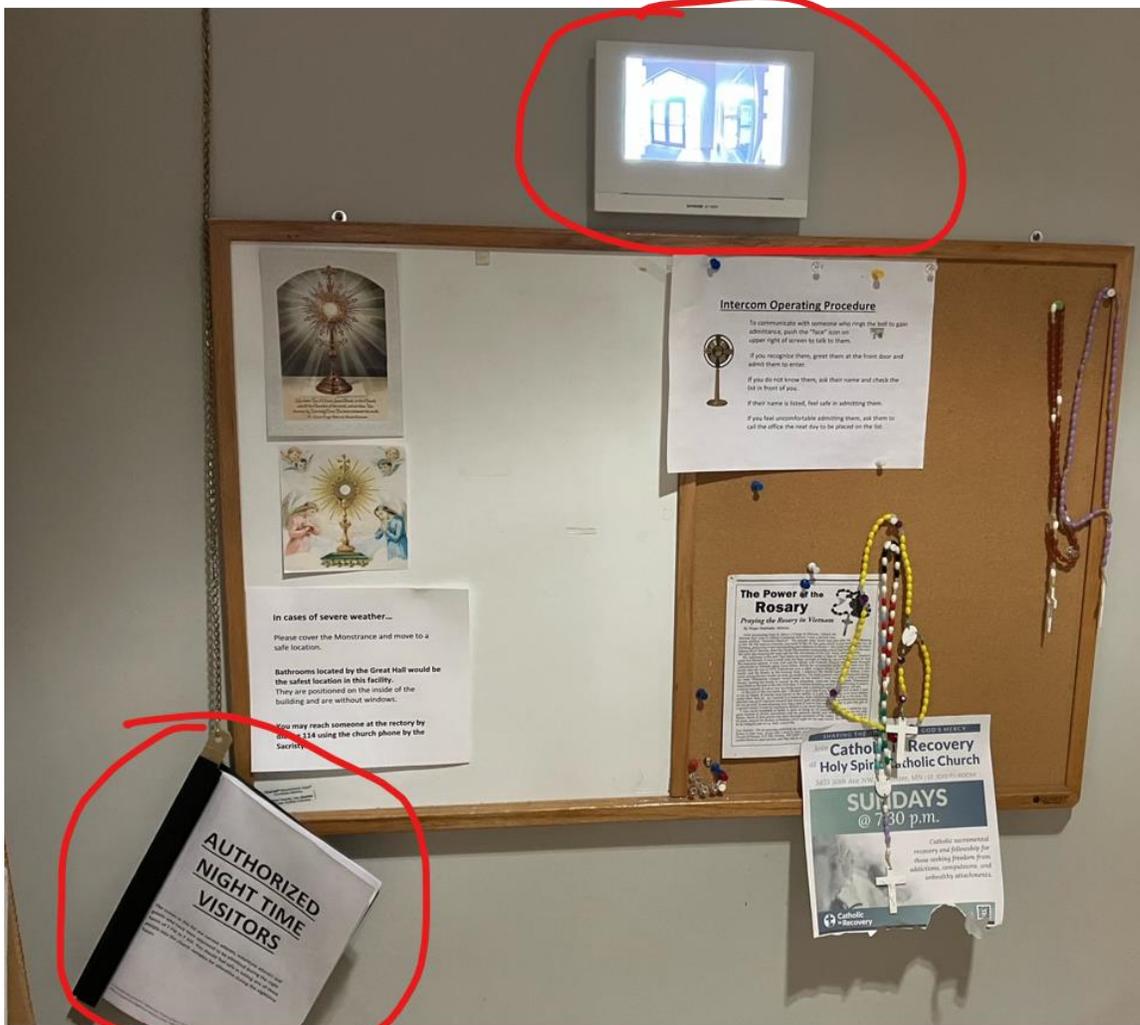
Intercom & Camera at South Entrance

Here is the intercom and camera at the South Entrance of the Church. This is the only entrance allowed for entry into the church for Adoration between the hours of 7pm and 7am. If coming for Adoration between these hours, push the button **and stand in front of the camera** so the person in the Adoration chapel can see you. (otherwise you may not gain admittance).



Intercom/Monitor just Outside the Chapel

See below the intercom/monitor and also the Authorized Visitor log book.



If a nighttime Adorer rings the South Entrance intercom, please step outside the chapel and look at the monitor to see who it is. If you don't recognize them, you do not have to dialogue with them over the intercom or walk out to the South Door let them into the church. (**Never open the east church doors to allow anyone in the church**).

If you are expecting the next Adorer, you can ask through the monitor for their name. If their name is on the Authorized Night Time Visitor log, then you can allow them in. If they are not in the log, you can tell them to contact the church office for further instructions.

Chapel Monitor Operation

If the monitor is blank (black), touch the monitor screen to get the menu to pop up.

Once the monitor pops up, you can **talk** to the person standing in front of the South Entrance camera with this button. Note the camera cannot see the corner of the entryway so ask the person to stand in front of the camera.



When **listening** you will see this icon. (if the person cannot be seen on the screen, then refuse them entry).

