



# ST. GERTRUDE PARISH

6543 Miami Avenue  
Cincinnati, OH 45243

513-561-5954, ext. 2136



## *Mother of Mercy Perpetual Adoration Chapel*

## *Adorer Handbook*

**St. Gertrude Parish  
Perpetual Eucharistic Adoration**

November 2019

# From the Perpetual Adoration Committee

*Thank you for your willingness and sacrifice to commit your time to the Lord by staying with Him. What a precious gift to give Him in our world of busyness, noise, and chaos.*

This Handbook has been prepared for you as a guide and resource for your commitment of Adoration in the Mother of Mercy Perpetual Adoration Chapel.

The Mother of Mercy Perpetual Adoration Chapel Adorer Handbook

General Contact Info:  
The Perpetual Adoration Committee  
[adoration@stgertrude.org](mailto:adoration@stgertrude.org)

# General Information for Assigned Adorers

## **EACH TIME YOU COME FOR YOUR SCHEDULED HOUR:**

**You must sign-in** using the kiosk (computer) located on the table as you enter the chapel. Instructions are located next to the kiosk. Sign in **at the beginning** of your assigned hour. This allows the person before you to know that you are in the chapel and that they are free to leave. Before you leave the chapel, be sure that an adorer for the next hour has arrived. You will be able to determine this by checking the kiosk.

## **ENTERING THE CHAPEL DURING ADORATION HOURS:**

- Adorers scheduled between **6:00am and 9:00pm (open hours)** should use the primary entrance freely, remembering to enter quietly and respectfully.
- The Adorers in at 6am should unlock the outside door and at 9pm need to lock the outside door.
- Adorers scheduled between **9:00pm and 6:00am (locked/private hours)** should use the security code they are given to open the primary entrance.
- Please follow the same procedures if you are a substitute adorer.
- The interior side entrance from the Parish Center should be used only when utilizing the restrooms or when requiring handicap accessibility.
- Please be sure that all doors close securely when entering (and exiting).
- Please do not allow the door to slam, disturbing the present adorers.

## **Security Access During the Chapel's LOCKED (PRIVATE) hours:**

From 9pm to 6am the chapel will have private hours with an access code to allow the adorers to come and go from the chapel. The chapel will not be open for public adoration during these hours. The adorers at these private hours are allowed to open the door to visitors at their discretion and only if they feel comfortable doing this.

There is an **access code security system** at the main door of the chapel. Each

Night Time Adorer will be given an access code which will work for the committed hour you are scheduled for. If you need to utilize the Parish Center Bathrooms, you may leave and re-enter the chapel by the door to the St. Joseph Room.

If you have been given an access code for security entrance, **please do not share that code** with others except for the purpose of allowing a substitute for your hour to gain entry to the chapel.

### Instruction for Adoration Door Code

**No one is to share this code.**

**Night time hours are PRIVATE adoration. 9pm until 6am**

- Only Substitutes should receive the code from the adorer they are subbing for.
- We discourage giving out the code or opening the door during PRIVATE adoration due to the safety of all adorers.
- If someone knocks to get into the chapel during PRIVATE adoration, you are not obligated to open the door. If you choose to let them in, open the door but do not give out the code.
- Opening the door during PRIVATE hours should be solely up to the present assigned adorer in the chapel.
- If they are a regular adorer and want the code they must contact their division leader to obtain it.
- Please do not share the code with the general public or friends just because they ask you for it or want into the parish center to use the restroom.

**Handicap Accessibility** is through the double doors into the Parish Center Lobby, through the St. Joseph Room, and into the Chapel.

**Bathrooms:** If you need to utilize the bathroom during your visit to the chapel, please exit the chapel through the door that leads into the St. Joseph Room. Walk through the lobby door that leads into the Gym, Kitchen area and bathrooms are located on your right.

# ***Adoration Pro* Instructions**

## **Regularly Schedule Adorer Sign In:**

- 1) Click on the **Adorer Sign In** button
- 2) Click on **Scheduled Adorer Sign In**
- 3) Find and choose your name OR the adorer you are substituting for
- 4) Add a prayer intention in the box if you would like
- 5) Hit the **Submit** button

## **Substitute Adorers Sign in:**

- 1) Be sure that you sign in.
- 2) Choose the person for whom you are substituting for.
- 3) Hit the **Submit** button.
- 4) Take the Substitute Adorer sign and hang it on your chair so others know you are the Sub for that hour.

## **To Sign Up as New Regular Adorer:**

- 1) Click on Weekly Commitment button
- 2) Choose the hour you want to commit to and click on Sign Up
- 3) Fill out form and hit Signup
- 4) You will be asked if you would like to become a sub and you can click on Yes or No
- 5) You will be taken to another form to fill out your contact information

# Finding A Substitute

This protocol should be used if you need a substitute now or are aware ahead of time that you will not be able to make your regular, committed hour of Adoration.

1. First step, try to find a substitute on your own by:  
Contacting the other individual(s) of your hour and let them know you are not able to make a certain day and time. Please verify that at least one other individual from your hour **WILL BE** at the chapel for the scheduled hour.  
If your co-adorers are not available or you are the only adorer for your hour then...
2. Contact an adorer before or after your time slot to cover your time, or maybe ask if each adorer could take 30 minutes of your hour.
3. Find another regular adorer (friend or acquaintance) who will switch with you.
4. Contact someone else that adores at your hour but on a different day.
5. Ask a family member or good friend to substitute for you and ensure that they know the procedures (door access code, signing in, subs, etc.). This provides them with the gift of a wonderful experience and you with a great evangelization opportunity. This method should also help us to add new adorers in the future.

## Online Sub Request

1. If you still can't find a substitute then contact someone on the list of substitutes. Go to the AdorationPro logon web page ([adorationpro.org/gertrudeoh](http://adorationpro.org/gertrudeoh)) and click on "Find a Sub". Use the password: **subpass** to access a list of subs. You can then submit a request to all subs (Send Auto Sub Request) or find an individual's contact info (Manually Find a Sub From a List).
2. Once you submit that request, an email will go to all substitute adorers. When someone accepts your sub requests by clicking on the View Sub Request button and clicking Yes to the question "Can you fill this sub request", you will receive an email that they have accepted your sub request and they will receive an email confirming that they have accepted your sub request .

# Protocol If No One Arrives

## NEVER LEAVE THE BLESSED SACRAMENT ALONE

**If no adorer arrives for the next hour, proceed with this protocol.**

- If you **must** leave before another adorer arrives, please place the white cloth veil that is found next to the tabernacle, over the Blessed Sacrament.
- If you enter the chapel for your hour and find the veil over the Blessed Sacrament, remove the veil and place it back in the cove beside the tabernacle.
- If you are the only Adorer and you must leave, lock the outer door to protect the Blessed Sacrament. The next scheduled Adorer will need to unlock it upon their arrival.

## Emergency Need During Your Hour

**If at any time you feel uneasy for any reason...**

- Lock both chapel doors and don't open them unless you know the person. Also, alert the next adorer and they can choose to leave the doors locked if they prefer. (See pg. 11 for additional Emergency Information)
- If you become ill during your hour or need to leave unexpectedly, please follow the protocol above by placing the veil over the Blessed Sacrament.

If you need to use this protocol two times within any month, please contact your Division Leader and let them know. That way we can try to resolve the problem.

# Bad Weather, Holy Day & Holiday Closing Policy

For the closing of the Chapel if we are anticipating bad weather or for Holy Days, Holidays, and maintenance, are as follows:

- A notice will be posted on the front page of the website: [www.stgertrude.org](http://www.stgertrude.org) indicating exactly when the chapel will close and when it will reopen.
- The same information will be recorded on the Eucharistic Adoration Phone line number: 513-561-5954, ext. 2136.
- Finally, a notice will be sent out through the on-line scheduling system, “Adoration Pro”, to all adorers if the chapel needs to be closed.

So please check these methods of communication before you venture out.

## **Please Note:**

During closed hours, the Blessed Sacrament will be placed in the tabernacle. Registered perpetual adorers do not have to attend their hour during this period.

During closed hours, the chapel will remain open for quiet prayer, but we encourage people not to venture out during storms. During the public hours of 6am-9pm the door will remain unlocked. During the night hours of 9pm-6am the door will be locked as usual. You will need your code to enter the chapel during the night hours.

# Chapel Conduct and Respect for the Blessed Sacrament

## Please observe the following Rules for our Chapel:

1. **Nothing** is to be placed on the altar of repose.
2. No personal or devotional reading materials or brochures should be placed in the chapel or left for others.
3. Spiritual reading material that is provided by St. Gertrude Parish should never be removed from the chapel.
4. The Chapel telephone can be used only for outgoing calls and should be used only if absolutely necessary.
5. Use of any electronic device in the chapel should be used discreetly so as not to disturb other adorers. **Please mute your cell phone** while in the chapel and consider how your choices may distract others that are adoring the Lord with you.
6. Please **refrain from eating or drinking** in the chapel. This will help keep the chapel clean and fresh. For young children that come to adore with parents, small dry snacks may be acceptable, but please use your best judgment and be sure to clean up when you are leaving.
7. Please do not chew gum in the chapel.

## Respecting Our Lord, present before you, and other Adorers:

1. Genuflect upon entering the Lord's presence.
2. Wear proper, respectful clothing when coming to adoration and avoid removing your shoes in this small space.
3. No animals other than officially permitted service animals are permitted.
4. **No talking**, please. Maintain an austere reverence in the presence of our Lord. If you need to speak to someone at length, hold your conversation outside of the chapel.
5. Adoration is a peaceful, private time **for each adorer**. Please maintain a quiet and calm atmosphere.

# What Do I Do When I Get There?

If you have made Adoration a frequent part of your life ... or if you are new at this ... know that **the Lord waits in joyful anticipation** of your visit with Him in the Most Blessed Sacrament. Relax in His presence, and let the Holy Spirit gently lead you through your time with Him.

## *Here are some ideas:*

1. Slowly read Sacred Scripture until something hits you. Then listen.
2. Look at the Good God, and let Him look at you.
3. Consider that the Sacred Body of Jesus came from Holy Mary. Thank her.
4. Tell Jesus something that made you happy. Then listen.
5. Tell Him what you are afraid of. Then listen.
6. Tell Him what angers you. Then listen.
7. Speak about your loved ones.
8. Pray for an enemy.
9. Talk with Him about work.
10. Pray to St. Joseph for a happy death.
11. Pray for the Holy Souls in Purgatory.
12. Sing a song for Him in your heart.
13. Promise to trust Him.
14. See the Blessed Virgin kneeling next to you, adoring her Son and praying with you.
15. Realize that your Holy Guardian Angel is with you. Ask him to coach you in holiness.
16. Renew your loyalty to His Church.
17. Ask your patron saint to pray for you to know and do God's Will.
18. Lean on Him. Tell Him you love Him.
19. Thank Him for the Sacraments.
20. For a time, don't DO anything. Be with Him, as a friend, while He works.
21. Tell Him your failures. Ask for help. Then listen.
22. Slowly recite the Beatitudes.
23. Say one Our Father slowly.
24. Say the Creed slowly.
25. Say the Holy Rosary.
26. If you can't say 15 decades, say five decades.
27. If you can't say five decades, say one decade (something Pope Benedict XVI has mentioned).
28. If you can't say one decade, say one Hail Mary very slowly.
29. If you can't say one Hail Mary, say "Holy Mary," like a little child saying "Momma."
30. Slowly recite a favorite psalm. Perhaps Psalm 50 (51), the Miserere, one or two lines at a time.
31. See Our Lord in His Passion ... stand there, with Him, as Our Lady does.
32. Lean into the hurricane of graces coming from the monstrance.
33. Consider the blinding Uncreated Light shining out from Him.
34. Be aware that He is sending out graces to the world right then through you.
35. Tell Him: Jesus, I trust in You ... strengthen my trust.
36. Ask Him: Lord, what do you want me to do? And how do you want me to do it?
37. Ask Him to show you the next step.
38. Talk to Him heart to heart.
39. Pray for the Holy Father.
40. Pray for vocations.
41. Look at yourself. Count your gifts. Then thank Him.
42. Pray for the world.
43. Enjoy just being in His Presence.

# Emergency Information

The chapel is open to the public from 6am to 9pm. In case of an emergency, please do not try to reach the priest on duty or Deacon Mike Muse. Instead call 911 and report the concern to the Madeira Police, who will respond to all 911 calls. If you call 911 please go outside so the police know who to approach once they are on campus.

If someone suspicious comes into the chapel and does not seem to be there for the purpose of adoration, or may ask for money, or may ask for food, or may ask for transportation, etc, if you feel comfortable ask them to step outside. There are St. Vincent de Paul cards on the back table. Please give them the card and ask them to call the number for assistance. Do not further engage them, and **DO NOT GIVE THEM MONEY!** If you do not feel comfortable stepping outside, take the St Vincent de Paul card and give it to them in the chapel. Please remind anyone who seems suspicious that this chapel is for Catholic Adoration of the Blessed Sacrament, which requires complete silence, and they should not be in the chapel if they are not here for adoration, and ask them to leave. If they continue to be difficult, please pick up the phone or your cell and call 911, and report a suspicious and difficult person at the Adoration Chapel on St. Gertrude Church Campus.

Please know that the Adoration Extension Number x2136 is used only to leave messages for Deacon Mike. It is also used when we make announcements on the extension number for the closure of the chapel in case of bad weather, cleaning, holiday/special parish events closure, or scheduling issues.

All questions concerning the Adoration Chapel should be directed to Deacon Mike at extension 2136.

# Important Contact Numbers

**\*\*\* Please do not contact the Parish Office or the priests** with questions regarding substitutions or general information pertaining to Perpetual Exposition. It should be only after careful discernment and great need that you contact one of the priests with a concern about Perpetual Eucharistic Exposition.

- Call or email your Division Leader with questions, concerns, or changes in your schedule.
- If still needed, you may contact the Coordinator with your question or concern.

## **Division Leaders:**

12:00am-5:59am      Anita Pappalardo ... 248-8237 or pappacinci@gmail.com

6:00am – 11:59am      Teresa Babcock ... 683-5588 or cvbabcock@juno.com

12:00pm – 5:59pm      Patty Hook ... 561-5022 or hookpattys@gmail.com

6:00pm – 11:59pm      Kim Hahn ... 520-8619 or kshahncincy@gmail.com

**Coordinator:** Deacon Michael Muse ... 561-5954 ext. 2136 or  
businessmanager@stgertrude.org

**General Contact Info:  
The Perpetual Adoration Committee  
adoration@stgertrude.org**