



Eucharistic Adoration Information and Guidelines

The Catholic Church of St. Brendan the Navigator
4633 Shiloh Road, Cumming GA 30040
Main Phone: 770-205-7969

Parish Website: <https://www.stbrendansatl.com/>

Adoration Web Site: <https://adorationpro.org/brendanga>

Facebook Page: www.facebook.com/StBrendanCatholicChurchATL/

Facilities Team for Building Issues: 678-720-8844

Scan the QR code to the right, if you wish to commit to one hour or more of Eucharistic Adoration as a Guardian. Five Guardians allowed per hour so pick what works for you. Frequency options are flexible.



Adoration Hours: Monday 9AM through Wednesday 6:45PM
(Coming in October 2022: Thursdays 3PM to 4PM. Sign up now!)

- Spending time with Jesus in the Blessed Sacrament deepens our relationship with Him, while he bestows grace upon us. God is really, truly, and substantially present body, blood, soul and divinity!
- Adoring Jesus in the Blessed Sacrament is life changing. Grace will flow from Him to you, to your family, and to the parish.
- All it costs is time. "Can you not spend one hour with Me?" (Matt 26:40).

The following information and guidelines about Eucharistic Adoration answer many questions about what to do in regular, emergency, and "I-can't-make-it" situations. Please let us know if you have any questions that are not addressed herein. Thank you for your willingness to serve Our Lord and the parish family of St. Brendan the Navigator.

- Adoration Administrator

My email is adoration@stbrendansatl.com should you need to contact me.

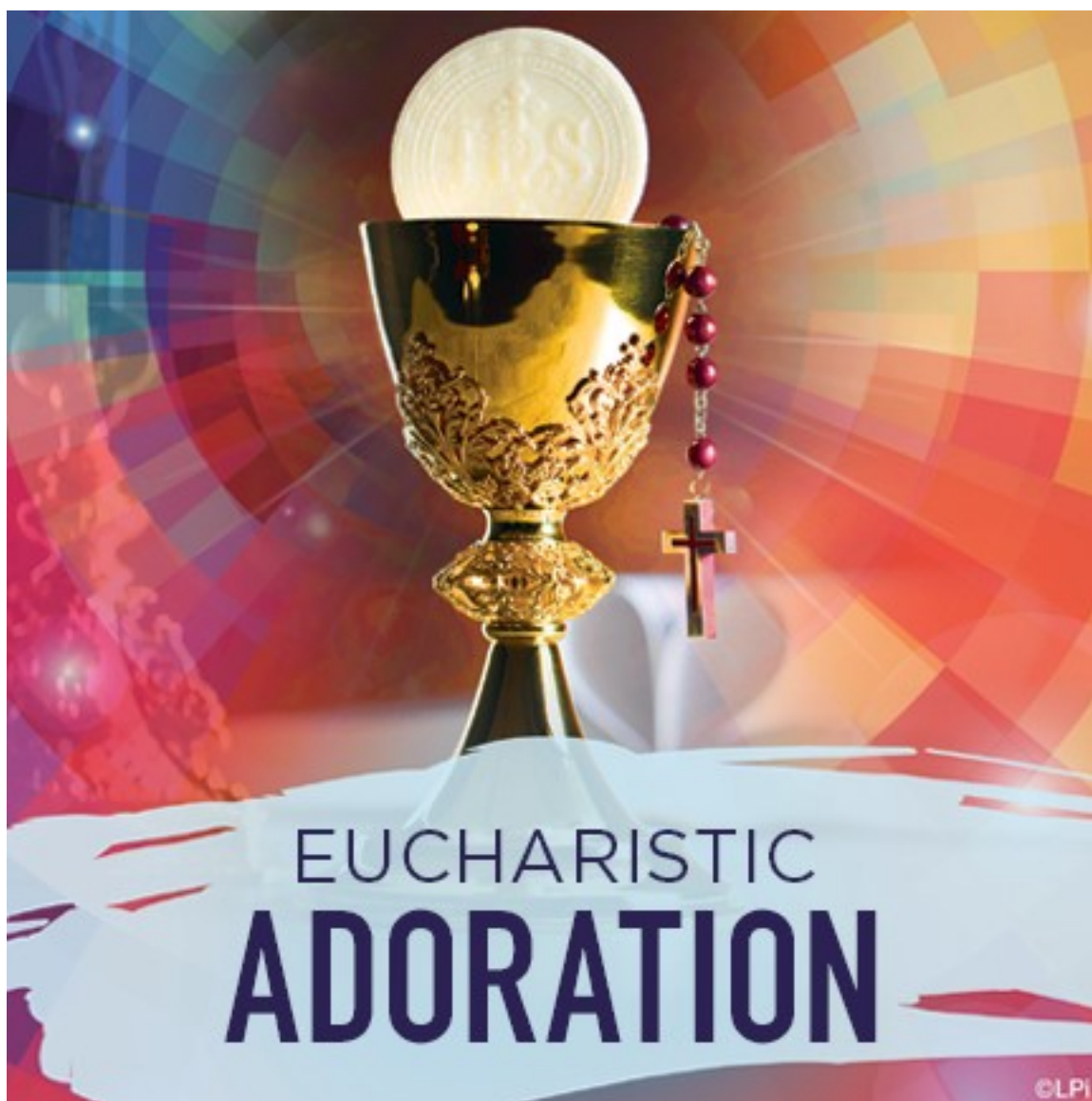


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Send Us Your Feedback

Your Eucharistic Adoration Team wants to hear from you! Please let us know if you have any comments, suggestions, concerns, unanswered questions, or answered prayers by writing the Adoration Administrator at adoration@stbrendansatl.com We WELCOME feedback!!

If you have a positive experience with Adoration, please encourage others to sign-up for an hour or become occasional adorers or substitutes. Use the QR code above to sign-up for an hour or more. We offer flexible options and allow up to five Guardians per hour so pick what works for your schedule.

What is Eucharistic Adoration?

As Catholics, we believe that the bread and wine presented to the priest during Mass become, at the words of consecration in the Eucharistic prayer, the actual body, blood, soul, and divinity of Jesus Christ. This change, this *transubstantiation*, cannot be perceived by our senses; we still see, smell, feel, and taste bread and wine. Yet we know the change to be true because of Jesus's words in the Gospels:

"While they were eating, Jesus took bread, said the blessing, broke it, and giving it to his disciples said, "Take and eat; this is my body." Then he took a cup, gave thanks, and gave it to them, saying, "Drink from it, all of you, for this is my blood of the covenant, which will be shed on behalf of many for the forgiveness of sins." – Matthew 26:26-28 (NABRE)

"Do this in memory of me." – Luke 22:19

"I am the living bread that came down from heaven; whoever eats this bread will live forever; and the bread that I will give is my flesh for the life of the world.... Amen, amen, I say to you, unless you eat the flesh of the Son of Man and drink his blood, you do not have life within you. Whoever eats my flesh and drinks my blood has eternal life, and I will raise him on the last day. For my flesh is true food, and my blood is true drink. Whoever eats my flesh and drinks my blood remains in me and I in him." – John 6:51, 53-56

Because Christ's presence in the Eucharist is *real, true and substantial*, not symbolic, any consecrated hosts not consumed at Mass are reposed in the Tabernacle. Eucharistic Adoration is a practice and devotion wherein a consecrated host—Jesus Himself—is brought out of the tabernacle and placed in a monstrance, exposed for the faithful to see, adore, venerate, and pray before. This practice finds its beginnings in the Garden of Gethsemane, when Jesus asked his apostles, "Could you not watch with me one hour?" (Matthew 26:40). **This is the very invitation of Eucharistic Adoration: to keep watch with Jesus for one hour.**

Perpetual Eucharistic Adoration, then, is simply Eucharistic Adoration that doesn't end. Jesus remains exposed 24 hours a day, 7 days a week. While this is a great goal for Saint Brendan the Navigator parish, we are only able to offer adoration from Mondays starting at 9am and running non-stop through Wednesdays at 6:45pm. In October of 2022 we will add Thursdays for the 3PM hour. Adoration will always be in the Chapel or Main Sanctuary on a consecrated altar so check either location for the monstrance with Our Lord in it.

The exposed Blessed Sacrament **must never be left alone**. Therefore, members of the parish are asked to sign up to spend a quiet, holy hour of prayer keeping watch with Jesus in His Eucharistic Presence once a week, on the same day at the same time every week. We do now offer other options for those that cannot commit to every week. Contact your Adoration Administrator via email if you need to change your frequency or day/time. These people are called Guardians, for they come to adore and guard Jesus as they guard the Blessed Sacrament.

Key Terms:

- *In this document, we will use the title “Guardian” when referring specifically to those people who have signed up for a WEEKLY time commitment and the term “Adorers” for guardians and visitors in general who have made no commitment to return.*
- *We “sign-up” once for each hour that we want to make as a Weekly Commitment (yellow buttons on the wall Kiosk located in the front right room of the chapel) to get our contact information into the system and reserve that hour(s) for ourselves.*
- *While most people only sign-up for one hour per week, we do have some Guardians that sign up for different hours on different days or multiple hours on the same day.*
- *We “sign-in” or “check-in” every week to tell the system I am here for my hour that I committed to using the blue “Adorer Sign In” options on the chapel wall kiosk. This sign-in/check-in every week FOR EVERY hour helps us see where we need more guardians, so please do NOT skip this step. Failure to sign-in/check-in puts adoration at Saint Brendan in jeopardy.*

Welcome to the Chapel

General Information

- **The Blessed Sacrament must never be left alone.**
- Each hour should be covered by at least one guardian but more if preferred in case of illness or vacation. We want at least two per hour and can have as many as five Guardians per hour. Guardians should communicate via text, email, or phone call to ensure at least one Guardian is present during their assigned hour each week. DO NOT ASSUME someone else will be there. Make sure please.
- All Guardians and substitutes are asked to enter the chapel using the outside chapel door (NOT the main chapel doors) and to sign-in using the Kiosk located on the wall in the mini-library room of the chapel. Substitutes should not use their own name but instead always select the name of the person they are substituting for.
- The Adoration Pro website has helpful tools for adorers to make weekly commitments or less often, just visit, find a sub, become a sub and modify their contact information. Only the Adoration Administrator has the authority to change a committed Guardian’s day/time to ensure proper coverage of each hour.
- There is a bathroom in the foyer just outside the chapel’s main doors. **Please arrive early through the side chapel door before your hour to sign in with the wall Kiosk and to use the bathroom so you will never have to leave Jesus alone.**
- **If you will stay for consecutive hours please sign-in for each hour so we can accurately track your attendance for each hour.** If there is another person

present and you must use the bathroom, please motion to them to stay until you quickly get back after using the bathroom.

- If there are *major* building issues—e.g., heat or a/c is not working, bathroom is flooding, or the alarm is sounding—please call or text Saint Brendan’s Facility Team via their shared office number: 678-720-8844. Be sure to give details of the building issue and your contact information so they can follow up with questions if needed. Since this text or call goes directly to a Team of people, **please call only if there is a serious building emergency.**

Chapel Etiquette

- Genuflect on both knees (preferred) or one knee, if physically able, or make some other sign of reverence such as a profound bow upon entering the real presence of the Lord and before entering your pew. You are standing on Holy Ground so please set a great example for others. Repeat when leaving your pew and the room.
- Respect the presence of our Lord, as well as those who are in the chapel praying.
- Parents are welcome and encouraged to bring their children to adoration. We invite you to stay as long as they can handle it. Should your child get fussy, please take him/her out so as not to disturb other adorers. Guardians may need to kindly motion for the children to be quiet if they are making a disturbance.
- The chapel maintains a “grand monastic silence.” In order to make Adoration a peaceful, private time for each adorer:
 - Turn your cell phone ringer OFF. You may use your cell phone or tablet for prayers, readings, or other spiritual resources, as long as you do so discretely and all sounds are turned OFF.
 - Refrain from visiting or talking. If you need to talk to someone, leave the chapel and hold your conversation ***outside away from the doors.*** **Note that conversations in the foyer can be heard in the chapel.**
 - No sermonizing or unscheduled events are allowed.
 - Musical instruments, singing, and vocal prayer (praying out loud or in a whisper) are not permitted.
- Attire and decorum should be modest. Dress appropriately and take off your hat.
- Do not bring any food, drink, or chewing gum into the chapel.
- Do not change the settings on the air conditioning or the lights.
- Do not enter the sanctuary, place anything on the altar, or touch the monstrance holding our Lord with your hands. IF you must cover the monstrance, use the white cloth to cover it from front to back so Our Lord is not visible and do NOT touch the monstrance with your hands. This is ONLY to be done in the EXTREMELY rare circumstance when a lone Guardian must leave for a very short time. In cases of weather emergencies such as a tornado please leave our Lord on the altar and immediately go to the bathroom just outside the main chapel doors to get away from windows. Return once it is safe.
- If you are staying overnight and the main doors are locked as they should be, adorers may ring the white, outside doorbell just outside the chapel door to gain

entry into the chapel. This door is the closest door to the pond and has steps that lead up to it. Please check the door before opening it up for the next Guardian.

- Late night and early morning Guardians **MUST NEVER leave Our Lord alone** and are encouraged to keep in close contact via text/cell phone with the next hour's Guardians in the case of an emergency. Failure to do so jeopardizes adoration at Saint Brendan the Navigator and we MUST avoid this if we are ever going to have perpetual adoration. Planning is key and we are always trying to have multiple Guardians for every hour. We allow for up to five Guardians per hour so help us recruit more Guardians whenever you can.

What Do I Do While Adoring?

- You may spend your hour with Jesus in the Blessed Sacrament any way you want, as long as you remain in silence and are respectful.
- Pray
 - If you feel you cannot pray well, don't let this discourage you. The mere fact that you take time to spend with Him, pleases Him very much and is itself a prayer of great faith.
 - Forms of prayer (cf, *Catechism of the Catholic Church*, 2623-2649):
 - Blessing and Adoration (praising God)
 - Petition (asking for what we need, including forgiveness)
 - Intercession (asking for what others need)
 - Thanksgiving (for what God has given and done)
 - Pray for: the Pope, the Church, our priests and vocations, the family and the right to life, our country and our leaders, the petitions written in the parish book of prayer, that which weighs heavily on your mind and heart
 - Pray: The Rosary, the Divine Mercy chaplet, a novena, the Liturgy of the Hours, the Psalms
 - Meditate: *Lectio Divina*, on spiritual writings
- Read
 - Books from the mini-library, The Bible, the *Catechism*, Church documents (papal or other magisterial documents), publications such as *Magnificat*, spiritual reading from Catholic authors (especially publications with the *Nihil Obstat* and *Imprimatur*) are good choices.
 - You may bring your own spiritual reading to the chapel or borrow a book from the "mini-library" which is behind the below curtain. (See below).
- Journal
- Sit, relax, and enjoy the sweet peace that comes from simply being in the presence of our Lord in humble Adoration.

Chapel “Mini-Library” wall Kiosk room

- Spiritual reading material is provided for adorers on the shelves behind the right most curtain inside the chapel. See picture to the right.
- The Kiosk is wall mounted for easy sign-in/check-in before your hour(s). You must sign-in/check-in for every hour. (ie. check-in once for the Monday 4pm hour and once for the Monday 5pm hour if I served two consecutive hours on Mondays from 4pm to 6pm.)
- **The system only shows the current hour and the next hour for sign-in/check-in purposes.**
- Feel free to borrow a book for use during your time in the chapel but return it before leaving.
- Do not remove books from the library. Others may be reading them.
- Contact a clergyman for approval to place new material in the library. All materials must be approved, or they will be removed.



Library is behind this curtain in the chapel.

Becoming a Guardian and Guardian Duties

General Information for Guardians

- When you sign up for an hour of Adoration – to be a Guardian – you are making a *weekly, ongoing* commitment to Our Lord, not just a one-day, one-time commitment. Less than weekly commitments are now available using the “Frequency” option when first signing up. Current Guardians must contact the Adoration Administrator via email to change their frequency to ensure proper coverage.
- Please arrive a few minutes early to enter through the side chapel door and sign-in/check-in on the Kiosk which is wall mounted. Also, please stay for your full hour.

If there are many people in the chapel during your hour, don't assume they are Guardians. They may be visitors and may not be able to or plan to stay for the whole hour. Using the purple "Guardian" banner communicates this to others in the room so if you are a Guardian please use it on your pew.

- Use the purple "Guardian" banner from the mini-library wall Kiosk room and place it on your pew to indicate you are a Guardian to others present. This helps foster community and enables those present in the chapel to know who is just visiting and who will stay the whole hour. It is a great sign to see many purple Guardian banners in use and fosters more involvement from those that are visiting so please be sure to use your "Guardian" banner. Return the purple "Guardian" banner to its location in the mini-library wall Kiosk room before leaving.
- Get to know the other Guardians in your hour, as well as those in the hours before and after yours. This not only fosters community, but it also makes it easier to know who the Guardians are versus who are visitors.
- We suggest making a Group text or Group email with the other Guardians in your hour in case you cannot make your hour due to illness or vacation. You may want to make additional groups for the Guardians before and after your hour as well should the need arise to contact them. Their contact info is available when you Manually "Find a Sub" via the <https://adorationpro.org/brendanga> should you need to look them up for future use. The required "Find a Sub" password is in your various email reminders the system sends before each hour you attend.
- Keep in mind that you are not limited to visiting Jesus only during your assigned hour(s). You may drop by to see Him whenever you wish.

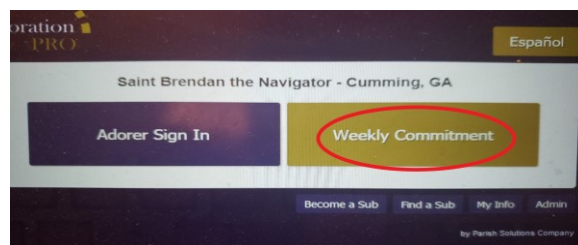
How to Sign Up for an Hour / Become a Guardian

- Go to the mini-library room in the chapel and locate the wall mounted Kiosk to sign-up for your hour(s). Alternately, go to <https://adorationpro.org/brendanga> or use your smart phone camera to pull up the same page using the QR code shown to the left to see the schedule options.

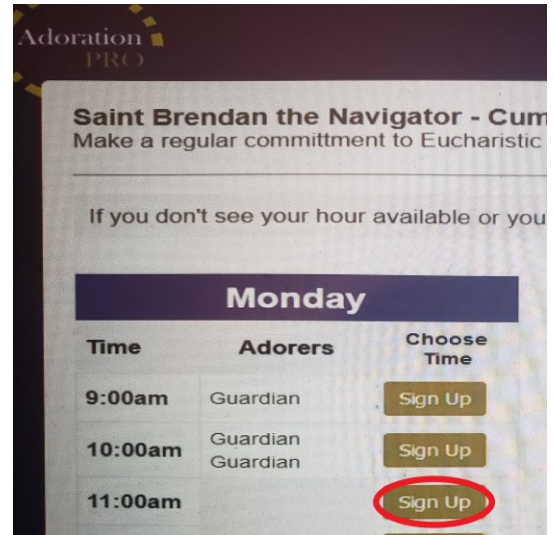


next step.

- If you see the screen to the right, click/tap the yellow Weekly Commitment button **if needed**. Otherwise continue to the



- Current commitments already made by others are listed by day and hour (starting with Monday 9:00am through Wednesday 6:45pm. (Also, Thursday 3PM will show starting in October of 2022), to protect privacy, are noted by “Guardian” rather than actual names. Every instance of “Guardian” represents one person who has signed up for an hour; e.g., if “Guardian” occurs three times in one hour, there are three guardians scheduled for that hour. **We allow for up to five per hour so choose what works best for you.**
- Scroll to the day/time for which you would like to be a Guardian and click/tap the correct yellow “Sign Up” option for that day/time.
 - If you don’t have a specific time in mind, or if you have flexibility in your schedule, **we kindly ask that you consider signing up for an hour with none or only one scheduled Guardian.** The picture to the right would sign up a guardian for every Monday from 11:00am to noon if the red circled button was tapped/chosen.
- On the Adoration Signup screen (see image below with notes in red):
 - Enter your first and last name. Make sure your name is spelled correctly. You and your substitutes will use the name you enter here to sign in every time you come to the chapel for your scheduled hour (see “How to Sign In on the Kiosk” below).
 - Enter your email address. Make sure your email address is correct.
 - Enter your phone number(s). Make sure your phone number(s) are correct.
 - Select whichever Message Preference you check most often from its drop-down menu for communication purposes.
 - Frequency shows various options for that day other than weekly for those who cannot make weekly commitments but can commit to something less frequent than weekly. You can always send an email to the Adoration Administrator to change your frequency later should you need to do so.



- **Verify that the “Time Slot” listed is the time to which you intend to commit.** Once submitted your time slot is yours and you cannot change it without the approval of the Adoration Administrator. We need to know when you change in case you are the only Guardian for that hour.
- Read the agreement statement: “You are committing to attend Eucharistic Adoration at the time listed above. Information on requesting a substitute and cancelling your time slot will be provided to you via email or text.”
- When all of the information is correct, click on the **“Signup”** button at the bottom of the screen which is not shown in the above picture to submit your signup. Pressing the yellow “Back” button that is up top will CANCEL your registration.

The screenshot shows the 'Signup' form in the Adoration Pro app. Red lines and text provide instructions for each field:

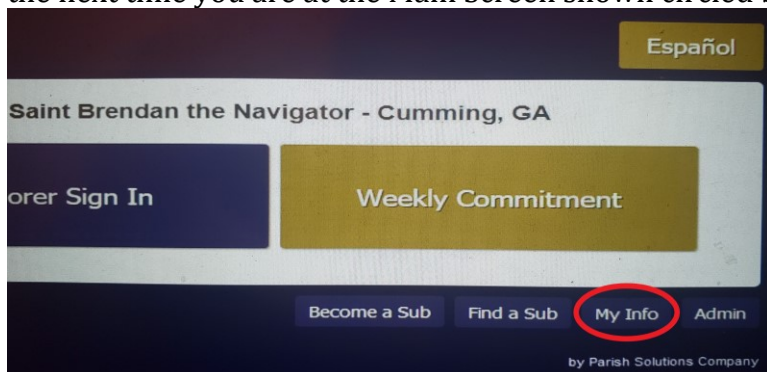
- First name:** Example. Red text: "Carefully enter your First and Last Name. You and your substitutes will use this each time you check in for your hour."
- Last name:** Guardian.
- Email:** exampleguardian@gmail.com. Red text: "Carefully enter your Email and Phone Number(s) where you can be reached. This is important for news and updates via text messages or email."
- Mobile Phone:** 123 345 6789.
- Home Phone:** (Empty field).
- Message Preference:** E-mail. Red text: "Select either email or text messages to receive updates. Select whichever you check most often."
- Frequency:** Every Monday. Red text: "Select the Frequency preference that works."
- Time Slot:** Monday - 11:00am. Red text: "Your Day and start time for your hour."

Sign Up Notes

- Each member of your family or group who “commits” to a time should register separately, so the schedule reflects an accurate number of Guardians that will show up for each schedule time. **IF only one of you will show up each time**, then you only need to enter one name that will be selected each time one of your family members or group members checks-in/signs-in. For example, we have a group of men that rotate to cover an early morning hour and each person always selects the same name (their leader Charlie Brown for instance) when they “Sign In” for attendance tracking.
- The Adoration Pro software will use your email address/phone number to send you various communications, via email or text including: 1) an initial thank you note for signing up for an hour, 2) weekly reminders 24 hours before your scheduled hour, and 3) other important information as necessary. Communications will come to you via the Message Preference you selected usually so use the blue “My Info” button (shown below in the next picture) from the Main Screen if you need to change this later.
 - If you do not receive any of these emails or texts:
 - check your spam folder. Make sure your email will accept emails from

adoration@stbrendansatl.com

- You may have entered your email address incorrectly when you signed up if you receive nothing after you first signed up. You can use the blue “My Info” option towards the bottom of the main screen to check/change your contact information after you saved it correctly.
- Let your Adoration Administrator know if you are not receiving any text/email communications from the system so it can be corrected.
- The Adoration Team may use your phone number to make an initial welcoming call or to alert you to any significant issues with the chapel or your scheduled time via a text message or email so please be sure to check them.
- If your email address or phone number changes, be sure to use the “My Info” button the next time you are at the Main Screen shown circled below to change it.



- Your name, email address, and phone number *will* be displayed on the Guardian Schedule found on the “Find a Sub” page, which is password protected. See the Find a Sub below for help on this password or one of the system generated reminders that you should receive before each hour. As such, you may receive an email, text, or phone call asking if you could substitute for a Guardian who must miss his or her hour. Please be generous in your consideration of such requests. Your information *will not* be shared or put on any other lists beyond that.

How to Change or Delete a Scheduled Hour

- If you want to change or cancel your time, send your request to adoration@stbrendansatl.com. Only the Adoration Administrator can perform this function. We need to know when someone stops so we can fill any holes that may occur from such a change and advertise the need.

Arriving at the Chapel (Use the side chapel/mini-library door for entry after hours!!)

- **Arrive with enough time to sign-in with the Kiosk and get settled by the top of the hour. Guardians from the previous hour must wait for you to arrive before they can leave, so please arrive five to ten minutes early. This is ESPECIALLY important for late night/early morning Guardians.**
- Regardless of the time of day always use the side chapel door to enter the chapel and NOT THE MAIN CHAPEL DOORS please.
- Sign-in using the Kiosk mounted on the wall in the mini-library room.

- Grab a purple “Guardian” banner and place on your pew to let others know you are there for the whole hour. Please return it before leaving.
- The chapel doors will be locked between 9:00 or 10 pm and 7:00 am usually.
 - This side chapel door is the closest door to the pond and shown in the picture to the right. Ring the white doorbell that is next to this single door if it is locked. Be sure to press the button firmly. You should hear it ring. If it fails to ring, please notify the Adoration Administrator via an email at adoration@stbrendansatl.com so they can fix it.
 - The Guardian that is inside should come and allow you entry through this side chapel door.
- Sign-in using the blue options on the wall Kiosk as you enter this side door. If the Kiosk is not available, please use your smart phone browser and go to <https://adorationpro.org/brendanga> to check in using the blue “Adorer Sign In” options. You can also scan/focus your smartphone camera on the below QR code to access the same webpage. Note: most cameras require it be focused and a text message will pop-up for you to tap to go the QR code’s webpage link. This may not work on older phones.



Outside Chapel door for after-hours entry.

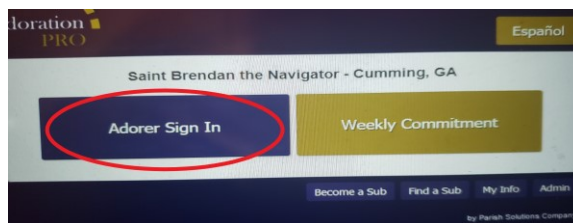


- **This sign-in/check-in step is necessary for the Adoration Team to know that Our Lord is not being left alone and to identify any hours which need more Guardians. Please cooperate with this important procedure which is described on the next page.**
- If you are a Guardian there for your assigned hour or if you are subbing for some other Guardian (select their name from the list and not yours), take a purple “Guardian” banner and hang it on the back of your pew. If you are a visitor, or a guardian coming at a time other than your scheduled time and NOT a substitute, ignore this step.

How to Sign-in or Check-in (on the wall Kiosk or use your smart phone if not available)

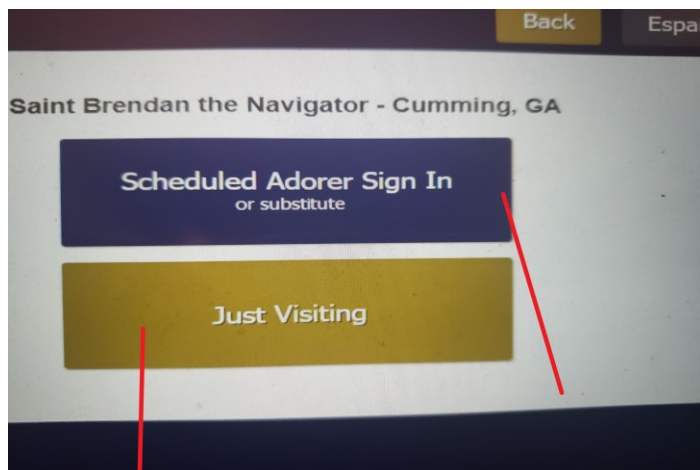
Using the wall mounted Kiosk in the mini-library room, click on the blue “Adorer Sign In” button shown circled in red in the picture below. Alternatively, use an internet browser and go to <https://adorationpro.org/brendanga> to see the below screen.

1. From the main screen shown here first, tap the blue “**Adorer Sign In**” button circled



in red.

2. On the second screen shown below tap the desired option:



- a. Select “**Just Visiting**” if you are *not* a registered Guardian OR if you are a registered guardian but are coming at a time *other than* your scheduled hour and are not a substitute.
 - b. Select “**Scheduled Adorer Sign-In or substitute**” if you are a Guardian coming for your *scheduled* hour OR if you are a substitute covering another guardian’s hour.
3. On the “**Sign In**” screens (see images near top of next page):
 - a. For visitors: Type your first and last name in the appropriate boxes.
 - b. For guardians and substitutes: Select your name or the name of the guardian for whom you are substituting from the list of names.
 - c. Enter a prayer intention, if you would like to share one.
 - d. Tap the “Submit” button at the bottom of the screen to record your visit. Do NOT hit the “Back” button as doing so will CANCEL your sign-in.

Sign In Notes

- All after hour Guardians and substitutes should use the side chapel door to gain entry into the chapel as the other doors into the church should be locked after 9 or 10PM or so. These other church doors should be unlocked around 7AM or so.
- This check-in or sign-in procedure allows us to track attendance and future needs. We can then take steps to advertise for more Guardians and substitutes if needed.
- Failure to follow this sign-in/check-in procedure makes it harder to ensure adequate coverage so PLEASE FOLLOW THE ABOVE SIGN-IN PROCEDURE.
- If you are signed up for back-to-back hours, please sign in at the beginning of each hour for attendance tracking purposes. **The current hour and the next hours guardians will only show.** For example, at 3:55pm we would see the 3pm to 4pm Guardians as they are in the current hour and the next hour's Guardians from 4pm to 5pm will show. We would not see the 5pm to 6pm Guardians until 4:01pm.

"Just Visiting" → Sign in as a visitor

Adoration PRO

Back

Adorer Sign In
Sign in as a visitor.

First Name:

Last Name:

Prayer Intention:

Submit

Tap "Submit" to register your sign in.

"Scheduled Adorer Sign In" → For scheduled Guardians and substitutes

Adoration PRO

Back

Scheduled Adorer Sign In
For scheduled adorers and substitutes

Please select your name or the person for whom you are a substitute.

Prayer Intention:

Submit

Tap "Submit" to register your sign in.

- If you arrive at the chapel after hours and need help signing in, please email adoration@stbrendansatl.com as soon as you can to let us know.
- The names for the "Scheduled Adorer Sign In" selections auto-populate from the master weekly schedule based on the time of day on your device. If you do not see your name on this list and believe you should, check to make sure your device has the correct time, otherwise contact adoration@stbrendansatl.com for help.
- If you arrive more than one hour before your designated hour you will NOT see your name. For example, an 8pm Guardian would not see his or her name at 6:55pm, but after 7pm it should appear. Further, once checked-in or signed-in, it will not show up in the list as an option to select because we can only check-in or sign-in once for that 8pm hour.

Leaving at the End of your Hour

- Ensure that there is at least one Guardian present for the next hour (Thus, the need for using the purple “Guardian” banners).
- If no Guardian is present for the next hour, please do NOT leave Jesus unattended!
 - Wait for another Guardian to arrive.
 - Ask any visitors who are there if they can stay.
 - Make phone calls or send text messages to Find a Sub (see directions below).
 - **Late night/early morning Guardians should make text/email lists to quickly contact the next Guardian should the need to leave early or be late occur.**
- Return your purple “Guardian” banner if available and any books you borrowed to the mini-library where the Kiosk is wall mounted.

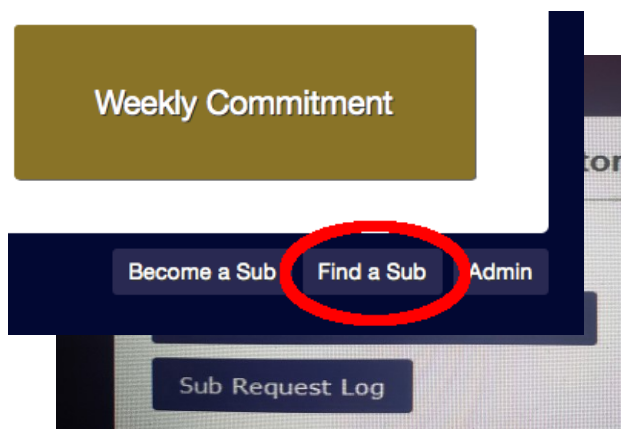
Finding a Substitute or Find a Sub

- To ensure the success of Eucharistic Adoration, every Guardian must find someone to cover any hour he or she will miss. **If you cannot make your hour, it is *your* responsibility to find someone who can take your place. Failure to find substitutes will jeopardize Adoration at Saint Brendan the Navigator. Do NOT assume someone else will be there. We suggest the following methods be used to best find a substitute.**
- Follow as many of the steps below as necessary to confirm that *at least one* Guardian will be present during the hour. Once you have confirmed a Guardian will be there, you are all set.
 - **First**, contact a family member or trusted friend to see if they can cover your time slot. Have them select your name when they sign-in/check-in. This can expand our list of Guardians if they enjoy it, so please evangelize and invite. Allow the Holy Spirit to create more Guardians by inviting those close to you to help you.
 - **Second**, contact any other Guardians in your time slot to let them know you won’t be there and to confirm they *will* be there. A Group text or Group email makes this quick and easy.
 - **Third**, send a “sub needed” message you create using YOUR OWN EMAIL system to people on the Substitute List, which is found via the blue “Find a Sub” button below. You can also send them a text message or call them if they listed their phone number(s).
 - **Fourth**, contact the Guardians scheduled (using the same blue “Find a Sub” button shown below) for the hour before and/or after your hour to see if they can stay an hour longer or come an hour earlier.
 - **Fifth**, contact Guardians in the same time slot on different days to see if they would be available to cover your day using the blue “Find a Sub” button.

- **Sixth, use the “Find a Sub” option shown to the right circled in red to send a request explained below using one of two options.**
- As a last resort, contact your Adoration Administrator if you are unable to ensure that you have a sub. **Do NOT leave our Lord alone EVER.**
- The most current list of substitutes and their available times and contact information, as well as the current schedule of Guardians, can be found on our Adoration website (<https://adorationpro.org/brendanga>).
 - Select “**Find a Sub**”, which is located just below the main screen shown above.
 - Enter the password: Resurrection (the password is case sensitive so type carefully). This should have been emailed to you when you first signed up as a Guardian and in your reminder emails 24 hours before you are to be a Guardian.
 - Tap “**Login**”. Please note: if you take too long typing the password before tapping the login button, the screen will default back to the main page as designed.
- There are two options once you’re on the “Find a Sub” page. Each is covered on the next page.

- **Send Auto Sub Request**

- The auto sub request will send an auto-generated email to the **ENTIRE** sub list after you provide your first and last name, contact email or phone number, and the date/time you need a substitute. See below for more details.



- **Manually Find a Sub from a List**

- The manual option allows you to see the contact information for substitutes and provides links for their emails / phone number who may have noted availability at your needed time. You can also see a list of Guardians you can call and print out if accessed from your home computer. This contact information is to be used to contact Guardians ONLY. See below for more details.

- To use the **Auto Sub Request** feature:
 - **First, we kindly ask:** If your hour has multiple Guardians, PLEASE check with your co-guardians BEFORE you send a sub request to the entire list.
 - On the “Find a Substitute” menu screen, click on “Send Auto Sub Request.”
 - On the next screen (see image below), enter basic information about when you need a sub:
 - **Your first and last name**, preferably as you see it when you sign-in at

the chapel for your hour, so the substitute knows for whom to sign in.

- **Your email address.** Make sure your email address is correct so they can respond to you.
- **The date** on which you need a sub. When you click in the text box, a calendar will appear. Use the arrows to scroll to the appropriate month, and select the proper date. The date will appear in the text box for you after you select it.
- Use **Time Slot** drop-down menu to select the time for which you need a sub. Once the above information is correct select “Send Sub Request”

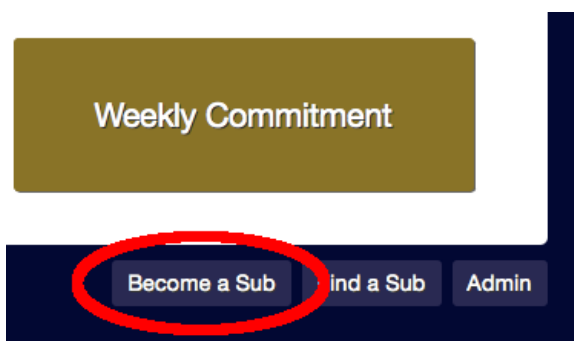
- You MUST tap the “Send Sub Request” button when all of the information is complete to send your request to the entire sub list.
- The system will let you know, by email, once your request has been filled and by whom.
- **If no one has filled your request within 48 hours**, you can send the same request again or manually contact individuals from the sub listing, as detailed below. Do NOT ASSUME. Make sure someone is going to go in your place.
- To use the **Manual Sub Request** feature:
 - On the “Find a Substitute” menu, click on “Manually Find a Sub From a List.”
 - Two sections of information will appear under the menu choices:
 - **Substitute List:** People who have said they are willing to substitute for guardians who must miss their hours. Substitutes are listed alphabetically by last name; provides email address, phone number(s), and available hours/days.
 - **Guardian Schedule:** People who have registered for a weekly, ongoing time of prayer with our Lord. Guardians are listed chronologically, starting with 9 am on Monday; provides name, email address, and phone number(s).
 - Look through the list of substitutes to find one or more people whose availability matches your need. Click on their email address(es) to open a new message in your email program, or copy and paste their email address(es) into your email program. Write a personal note to them, making sure to include your name and the date/time for which you need a substitute and then send the email to them.
- A few notes about sending email manually:
 - If you send a sub request to a group of people, **please use the bcc (blind**

carbon copy) field for the addresses. This keeps email addresses private and prevents replies from going to the whole group.

- If you receive a request to fill in as a sub, respond only to the sender; **do NOT Reply to All.**
- Once you have succeeded in finding a sub, please inform all of the original recipients of the request that you have found a sub and their assistance is no longer needed.
- If you still need help which should be very rare, contact your Adoration administrator.

Becoming a Substitute

- Guardians who cannot make their scheduled hour need to find a substitute to cover their hour. If you would like to make yourself available as a substitute, follow these steps to sign up:
 - Go to our Adoration main screen website at <https://adorationpro.org/brendanga>
 - Select the blue “**Become a Sub**” link, which is located just below the white box on the main screen and shown circled in red to the right.
 - On the “**Substitute Sign Up**” screen:
 - Enter your first and last name.
 - Enter the email address and phone number(s) you wish to be contacted with
 - Select your Message Preference to control which method will be used first to contact you. Select whichever you check more often Email or Text (SMS) message. In a pinch all of your contact info you supply could prove helpful in reaching you when a sub is needed.
 - Make sure your information is spelled correctly. You will have the option to adjust your availability once you are signed up as a substitute via an email or a text message.
 - Tap “**Signup**” to register your name as a substitute. Do NOT tap the “Back” button, as this will cancel your registration.
 - **You will receive either an email or a text message confirming that you signed up as a substitute with a link that you can use to limit your availability.** After clicking this link, please read and follow the directions to limit your availability as a substitute if you want to. **Be sure to click “Save Change” when you are done otherwise nothing will save.**



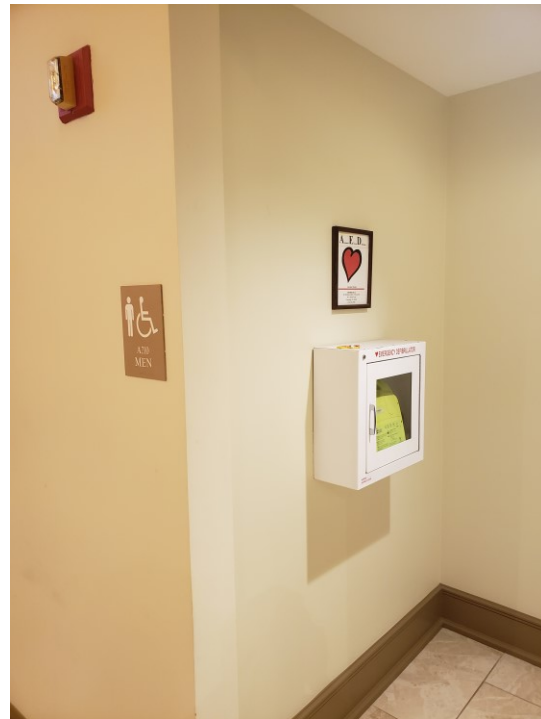
Unusual Situations

Emergency Phone—Push the “Outside” button for an outside line

- Use your cell phone for the quickest response if there is an emergency.
- The Main Lobby phone at the reception desk (if accessible) is for the security of adorers and is for **Emergency Use Only**.
- If an emergency of a serious nature occurs, call 911. Remember, you must first press the “Outside” button to get an outside line at the Reception Desk.
- Your location is Saint Brendan the Navigator Catholic Church
4633 Shiloh Road, Cumming GA 30040

Emergency Situations

- Should there be any accident affecting the altar and/or monstrance after hours, send an email to your Adoration Administrator at: adoration@stbrendansatl.com
- If there are *major* building issues—e.g., heat or a/c is not working, roof leaking, bathroom is flooding, or the alarm is sounding — please call or text Saint Brendan’s Facility Team via their shared office number: 678-720-8844.
- There is an AED kit just outside the Men’s Restroom near the Main Sanctuary doors in the Lobby/Narthex. See picture to the right.
- If the fire alarm sounds, please vacate the chapel. Please cover and then leave the Blessed Sacrament in the chapel. Do not re-enter the chapel until a staff member or someone in authority gives permission.
- A Fire Alarm and Fire Extinguisher are on the wall just outside the main chapel doors for Emergency Use ONLY.



AED Kit outside Men’s restroom.

Security-Related Information

- Any time
 - In case of an intruder or visitor profaning or threatening the Blessed Sacrament, the altar, etc., call 911. (Press the “Outside” button to get an outside line if you use the phone on the Reception Desk in the Lobby.)
 - If you ever feel threatened, put your safety first and use your judgment to make the best decision you can to leave or stay.

- Do NOT prop ANY doors open. This negates all security measures.
- Over night
 - The chapel will be unlocked during regular business hours. It will be locked between 9:00 pm or 10 pm and 7:00 am.
 - Use the window in the outside chapel door to see a Guardian who may ring the bell to enter the chapel. Use your judgment to discern whether to allow the person in or not. If you choose to let them in, you must open the door manually.
 - Please let the Adoration Administrator know if the side chapel door or any other door for the church was left unlocked during the hours when it should be locked as stated above.

Weather-Related Information

- Guardians should check the Saint Brendan the Navigator Facebook page (<https://www.facebook.com/StBrendanCatholicChurchATL/>) when bad weather is predicted to see if the parish has closed and suspended activities.
 - When the parish suspends activities because of impending bad weather, Adoration will be suspended as well.
 - Adoration will re-start after the first Mass on the day when parish activities resume provided it is a Monday, Tuesday or a Wednesday.
- When the parish suspends Adoration due to weather, the last member of the clergy on campus will repose the Blessed Sacrament. If there is no clergyman on campus, the last staff member should contact a clergyman to have the Blessed Sacrament reposed.
- If you are in the chapel when severe weather occurs (ie. tornado) and it is not safe to leave, go into the restroom just outside the chapel for shelter to get away from windows. Please leave the Blessed Sacrament in the chapel on the altar.

Holiday-Related Information

- The duration of the suspension of Adoration will be decided on a holiday-by-holiday basis and announced in a variety of ways, e.g., pulpit announcements, the bulletin, parish Facebook page, parish email, etc.
- For those who wish to spend time before the Blessed Sacrament on a holiday during which the normal schedule is suspended, we can always visit Jesus in the Tabernacle in the Main Sanctuary or in the Chapel.

Other Questions

May I bring my child(ren) to adoration?

Yes! Jesus said, *"Let the little children come to me, and do not hinder them, for the Kingdom of Heaven belongs to such as these."* (Mt 19:14) but please leave with them if they cannot remain SILENT.

Parents are encouraged to bring their children to adoration. “Drop-in” visits are welcome any time.

Regardless of what time you come to adore, please be mindful of the atmosphere of reverent silence in the adoration chapel and be charitable to other adorers, as well as to your own child(ren). Keep your children occupied with books or a quiet activity. Do not bring snacks or drinks into the chapel. Stay only as long as the children can handle it. Should your children get fussy, please take them out so as not to disturb the other adorers. SILENCE should be the norm.

Visitors and Guardians, we ask that you, in return, are charitable to parents who are bringing their families to adoration. Please help and support them as they give this wonderful gift to their children.

What do I do if there is a visitor using the Adoration Chapel for shelter?

If a visitor is obviously using the chapel for shelter and not for prayer during business hours, please contact the church receptionist for assistance. It is important to get the person’s name and description for reporting purposes. If the visitor is disruptive or irreverent in any way, please refer to the previously noted emergency procedures and contact 911.

What if a visitor requests (material) assistance?

If a visitor to the adoration chapel requests assistance (asks for money, food, or clothing, for instance) during weekday office hours, send the person to the parish office. For after hours you can give out these numbers if they cannot come back during business hours.

- Saint Brendan’s Good Samaritan: 770-205-2324 (leave message)
- Forsyth County Division of Family and Child Service: 770-781-6700
- Forsyth County Sherriff’s Office: 678-513-5944
- Care Givers Support Group: 770-887-2000

No adorer is required to give money or other material assistance. Use your judgment and do not put yourself at unnecessary risk.