

May 23, 2017

To All Adorers who did not attend the Meeting on May 16th in regards to the Security Measures at the chapel. Please familiarize yourself with the questions and answers below and sign-off that you have read the information. If you have any questions, please contact Kathy Dunworth or any Committee member.

1. What are the procedures for beginning the Holy Hour?
 - A. Sign in your name and time. Please encourage visitors to sign in as well.
2. What do I do if the next Adorer doesn't show up?
 - A. Stay if you can, ask someone in the chapel if they can stay, call the Adorer,(the phone is in the sacristy), ask Fr. Bob or Lisa, the secretary, to repose the Blessed Sacrament. The rectory number is 764-0357. Anyone who is an Extraordinary Minister of Holy Communion can repose the Blessed Sacrament. Father is okay with the Blessed Sacrament being left alone for a short time before the next Adorer comes. Please try all of the above before doing so. Kathy Dunworth would like to know when this has occurred.
3. How do I know if the chapel is open or not?
 - A. Call the Adoration Hotline # ,764-4326.
4. What do I do if the alarm goes off?
 - A. Father Bob suggested to say a prayer to the Holy Spirit first, then check to see if the side door is open. You can lock yourself in the sacristy until Father Bob comes over to survey the area if you feel uncomfortable.
5. What if someone wants to come in by the side door, but they can't get in and they knock on the window to let them in? What should I do?
 - A. Again, pray to the Holy Spirit that you will use right judgment. If you know the person and/or they don't appear to be a threat, let them in. If not, tell them you can't let them in. You can go to the sacristy until they leave if you want to. When necessary, call 911.
6. What is the pass code for the side door?
 - A. 1990# - The same date on the cornerstone at the front of church.
7. What if someone is loitering in the parking lot late at night?
 - A. Do not approach the car. Call 911. State Police have been quick to respond.
8. Is there a phone that I can use?
 - A. Yes, in the sacristy. Dial 9 first. If someone is trying to get in touch with you, they can call the sacristy phone at 764-1143. You could also call that same number the let the Adorer know that you are going to be a few minutes if you don't have their cell phone number.

9. How can I get out if the side door is jammed and won't open?
A. Father said this only happened once since 2003. You would press the green button to the right of the door and you'll be able to exit.
10. How long can I hold the side door open before the alarm goes off?
A. 45 seconds. When the light on the keypad turns red, the alarm will go off after 45 seconds.
11. What is the sacristy phone number in case I need someone to call me?
A. 764-1143
12. Am I allowed in the sacristy?
A. Yes, that is how you access the bathroom in the evening hours when the security alarm is on. It is also a safe place where you have access to the phone and the doors can be locked.
13. Where are the panic buttons I keep hearing people talking about?
A. One is above the holy water font near the side entrance. The other one is above the light switch near the door to the sacristy. To activate the button, **press the button up**.
14. What can I do if I feel threatened or uncomfortable?
A. Lock yourself in the sacristy and dial 911.
15. Can I have the chandelier lights on at night?
A. Yes. If there is another Adorer, you would want to ask first if it was okay. Some people like to read, others like it to be dark.
16. Is food allowed in the chapel?
A. No. If you have to take food with your medicine, please step outside or go into the sacristy.
17. Can I take a book home to read?
A. Yes. The sign out sheet is in the binder under one of the dividers. You can sign out books, DVDs, and CDs for one month at a time. Books are in categories that include: Catechisms, Church teachings, St. John Paul II, Medjugorje, Saints, Mary, Eucharist, Jesus, Classics, Internet reprints, and Padre Pio. Bibles cannot be signed out.
18. How do I find out who my Hour Captain and Division Leader is?
A. A master list is kept in the yellow binder under one of the dividers. If you would like a copy sent to you or a hard copy, please contact your Hour Captain or Division Leader.
19. I forgot my bible, what can I do?
A. There are a few bibles in the base cabinet to the far right. A new large print Bible is also available. These cannot be signed out.

20. What do people do in the Adoration chapel for a whole hour?

A. Some people pray the rosary or say their personal prayers. Father Bob suggested including time to listen. Start with 5 minutes and increase it each time. Many present said the hour goes by quickly.

21. Can I come to Adoration with my family and friends?

Yes, certainly. Families are encouraged. Plans are to have a Family Holy Hour in the fall.

22. What if I can't make my Holy Hour?

If you know well-enough in advance, let your prayer partner know. Next, try to switch a day with another Adorer who has that same hour. If you don't have a prayer partner, ask the person who comes before you and after you if they can spend an extra half-hour in Adoration. Next, request a sub using the clipboard. If no one signed up, please notify the Hour Captain. If you don't have an Hour Captain, notify the Division Leader.

23. I just found out an Adorer needs prayers for a special intention, what can I do?

A. You can write the prayer intention in the petition book. Father Bob will bring the petition book into the chapel when he sets the alarm.

24. If I don't have an email address, how can I find out what's going on?

A. Contact your Hour Captain and/or Division Leader.

25. If I have an email address and I want my name taken off the mailing list, who do I contact?

A. Contact Kathy Steiner at 479-5897.

26. What does a Promoter do?

A. A promoter encourages family and friends to have an Holy Hour with Our Lord. There is a chart of the times when a second Adorer is needed at the back of the chapel in the acrylic stand as well as the information form. These are also available at the parish website, IHM.org; ministries; Perpetual Eucharistic Adoration. Lisa will be posting all of the information on the parish website related to P.E.A.

27. If I know someone who would make a great Adorer, what should I do?

A. Encourage them to sign up for an Hour. They can put their information form in the collection basket or turn it into the Secretary and she will place it in the P.E.A. mailbox. Someone will contact them to assign an hour.

28. Can people from other parishes be Adorers?

A. Yes, bulletin notices have been sent to the parishes in North Wilmington. They will place them in the bulletin as space allows. Please encourage your friends from other parishes to come to Adoration.

29. Can I bring in DVDs and CDs to let people sign out and borrow?

Yes, please place them in the upper cabinet and they will be given a sticker.

30. When did Perpetual Eucharistic Adoration begin at Immaculate Heart of Mary Church?

The date is March 9, 1996. We will be having four Masses a year for the deceased members of P.E.A. and their families in March, June, September, and December. Look for notices in the bulletin.

31. I went to an Adoration chapel at another church and want to share my photo, what can I do?

A. You can place your photos in the small album that is in the back of the chapel. Thanks for sharing. If you have a story that goes along with the photo, please let Jim Phillips know for the quarterly Adoration newsletter that he produces in March, June, September, and December.

32. Is there anything for children?

A. Children are encouraged to come to Adoration with their families. Their prayers are unfiltered and go directly to God. He is well-pleased by their prayers.

33. Do I have to sign up for a Holy Hour if I am an Extraordinary Minister of Holy Communion?

A. No, but having an Holy Hour with Our Lord can be an extension of your devotion to the Blessed Sacrament.

34. Will substitute requests ever go electronic like at St. Ann's?

A. One of the pluses of St. Ann's electronic requests for substitutes is that they get filled quickly, the negative is that you can receive a plethora of emails daily. It is suggested that Division Leaders organize a group of their Adorers who would like to be contacted by email if they would want to fill a request for a substitute or ask for a substitute.

IF YOU HAVE NOT RECEIVED MONTHLY NOTICES FROM KATHY STEINER OR THE RECENT NOTICE ABOUT THE MEETING THAT WAS HELD ON MAY 16TH IN REGARDS TO THE SECURITY MEASURES THAT ARE IN PLACE, THEN YOU HAVE TO UPDATE YOUR EMAIL. PLEASE SEND HER YOUR NEW EMAIL AT kathysteiner@comcast.net. OR CALL HER AT **479-5897**. ALSO LET THE HOUR CAPTAIN AND DIVISION LEADER KNOW WHEN YOU PHONE NUMBER OR EMAIL CHANGES.

If you were not at the meeting on May 16th, please sign off on the attached sheet that you have read and understand the security measures in place and the procedures and guidelines for Perpetual Eucharistic Adoration at Immaculate Heart of Mary.

Thank you,

Kathy Dunworth and the P.E.A. Committee

