



ST. MAXIMILIAN KOLBE
CATHOLIC PARISH

ST. MICHAEL THE ARCHANGEL CHAPEL ADORER HANDBOOK





“The Eucharist is the heart of the Church. Where Eucharistic life flourishes, there the life of the Church will blossom.”

-ST. POPE JOHN PAUL II

CHAPEL HOURS:

The St. Michael Chapel is open from
5am Monday~2pm Friday*.

*During the St. Max School Year the Blessed sacrament is reposed at 8:45am and begins again at St. Peter's Church at 9am. Benediction is held on these days at 2pm. On days with no school, adoration will continue in the St. Michael chapel until 2pm. You will receive notice of these days in advance.

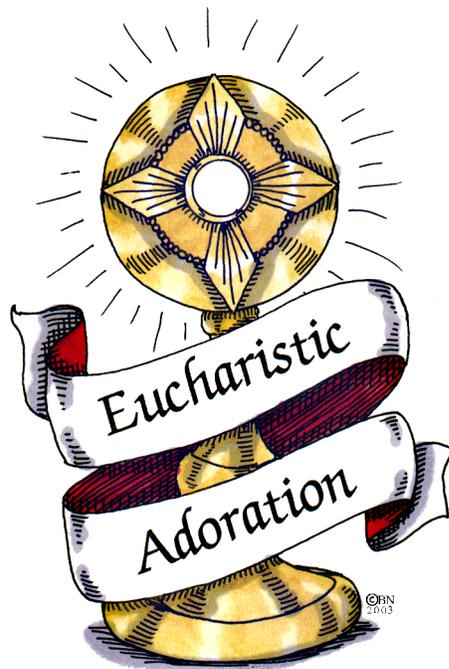
The entrance door to the library and sign-in area is unlocked during Parish Office hours. These are:

Monday: 9am~3:30pm
Tuesday: 9am~3:30pm
Wednesday: 9am~3:30pm
Thursday: 9am~3:30pm
Friday: 9am~12pm

Parish Office Phone #: 763-972-2077

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GENERAL INFORMATION:

- **Please arrive for your hour on time.**
 - ◆ Five minutes before your hour starts is ideal!
 - ◆ Remember to sign-in for your hour of adoration at the beginning of your assigned hour by the entrance of the Chapel. If you are a sub, please make note of that by writing “S” by your name.
 - ◆ Please remember to sign-out before you leave.
- **Prayerfully spend your hour with Jesus.**
 - ◆ Helpful hints are found on **page 5**.
 - ◆ If you are a substitute, please write “substitute” after your name.
- **Please don’t leave Jesus alone.**
 - ◆ If your replacement does not show up, stay if you can. If you need to leave, follow the directions found on **page 2**: These directions are also located in back of the sign-in log. There is a telephone in the chapel for emergency use.
- Always report any concerns or issues to the coordinator or your Team Captains:
- The **restroom** is located through the door on the north wall of the chapel.

⇒ Coordinator:

Barb Janas (763-972-6843)

Janas04family@yahoo.com

⇒ Team Captains:

Midnight-6am: Barb Janas

6am-12pm: Barb Janas

Noon-6pm: Judy Florey (763-972-6952)

6pm-12am: Renae Schleisman (763-972-2213)

SUBSTITUTE PROCEDURES

If No One Arrives:

- If no one has come to be with the Lord and your hour has finished, **please consider if you can stay a bit longer** with the Lord until someone arrives.
- If no one arrives to take this hour, you may call one of the scheduled adorers for that time and inquire if they may be coming or are not able to make the scheduled hour. If you cannot get ahold of these adorers, contact your Team Captain.
 - ◆ Please add the adorers scheduled during your hour and the hour after into your phone, along with your Team Captain's number or have these available to use in case of instances such as this.
 - ◆ This information can be found on the schedule found under the adoration section of the parish website.
 - ◆ A copy of the list will also be available in the chapel by the phone in case of emergencies.
- If you must leave before someone else can arrive, please place the veil over the exposed Blessed Sacrament before leaving the chapel.
 - * The coded door on the patio **MUST BE LOCKED** (bottom of the two locks) if you are to do this. This is the last resort if you must leave before someone arrives.
 - * The veil can be found in the cabinet below the monstrance.

- * If you need to use this protocol two times within any month, please contact your

Emergency Need During Your Hour:

- If you become ill during your hour or need to leave unexpectedly, please follow the above protocol.
 - ◆ For this purpose, you may use the phone provided in the chapel.

SUBSTITUTE PROCEDURES (CONT.)

Planned Need for a Substitute

(This procedure should be used when you are aware ahead of time that you will not be able to make your regular, committed hour of Adoration)

- **Ask a family member or good friend to sub for you.**
 - ◆ Ensure that they know the access code if your hour is not during Parish Office hours. Also, let them know that they should sign-in and note that they were a substitute.
- **Contact the people on the substitute list** if the others at your hour will not be there.
- **Contact the other individual(s) of your hour** and let them know you are not able to make a certain day and time.
 - ◆ If there is more than one adorer assigned to your hour, please verify that at least WILL BE at the chapel for the scheduled hour.
- **Find another regular adorer who will switch hours with you.**
- **Contact someone else that adores at your hour but on a different day.**
- **Contact an adorer before or after your time slot to cover your time, or maybe each could take 30 minutes of your hour.**
- **Contact your Team Captain** if no substitutes, family, or friends are able to help you. If you're having a problem, we'd like to know about it and help if we can!

CHAPEL ETIQUETTE

- **Genuflect upon entering the presence of the Lord.**
- Let us maintain an austere and reverent silence in the presence of Our Lord. If you need to speak to someone briefly, **please use a soft voice.** If you need to step outside the Chapel briefly, **make sure that someone is in adoration.**
- Let us make good use of our time in Adoration by keeping your **eyes fixed on Jesus and keeping the fact of His Real Presence in our minds and hearts** while we are there. We encourage you to use this time to truly focus on your relationship with Jesus. Devotional materials can be found in the chapel library on the porch.
- Adoration is a time of prayer and contemplation. **Remember to silence your cell phone and respect the other adorers around you. Thank you.**
- **Silent prayer during adoration is encouraged. Group prayer needs to be approved by the pastor ahead of time.**
- Before you leave, **please say goodbye to Jesus by genuflecting.**

Housecleaning

- If the large altar candle goes out during your hour, please replace it with a new altar candle-altar candles can be found in the cabinet underneath the monstrance. If none are there, more can be found in the closet across from the bathroom.

Children

- Parents are encouraged to bring their children. As Jesus said, “Let the little children come to me.” However, please supervise your children and tidy up as needed before you go. Our library has an assortment of books for children, which they can bring into the chapel with them to occupy their time. Remember to keep a calm and quiet atmosphere if you are there with another adorer. This is a private, peaceful time for each adorer.

WHAT DO I DO AT MY HOLY HOUR?

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:

- Slowly read scripture until something hits you. Then listen
- Pray a Rosary
- Let God look at you.
- Tell Him something that made you happy. Then listen.
- Tell Him what you are afraid of. Then listen.
- Tell Him what angers you. Then listen.
- Speak about your loved ones.
- Pray for an enemy.
- Talk with Him about work.
- Sing a song for Him in your heart.
- Promise to trust Him.
- Imagine Mary sitting next to you and praying with you.
- Renew your loyalty to His Church.
- Lean on Him. Tell Him you love Him.
- Thank Him for the Sacraments.
- Tell Him your failures. Ask for help. Then listen.
- Slowly recite the Beatitudes.
- Say one Our Father slowly.
- Say one Hail Mary slowly.
- Say the Creed slowly.
- Pray for vocations
- Ask Him to show you the next step.
- Look at yourself. Count your gifts. Then thank Him
- Pray for the world.
- Enjoy just being in His presence.
- Try spending your hour in ACTS. 15 minutes of Adoration, 15 minutes of prayers of Contrition, 15 minutes of Thanksgiving, 15 minutes of Supplication or intercessory prayer.
- Divine Office-Pray the prayer of the Church using the psalms and intercessions prescribed by her for your meditation.
 - ◆ Check out the App *Ebreviary* if you don't have the Liturgy of the Hours books or Christian Prayer book. This app has all of that and more!

You may feel you can't pray well.. Don't be discouraged by this. That fact that you came to spend time with Jesus in the Blessed Sacrament pleases Him very much and is in itself a prayer of faith.

ADDITIONAL INFORMATION:

- You can find this handbook and the full schedule of adorers, along with the list of team captains and substitutes, on our website (www.delanocatholic.com)
 - ♦ If you would like a paper version of this schedule and/or the list of team captains and substitutes, please feel free to contact one of the Coordinators or the Parish office to get a copy.

“The Sacrament of the Body of the Lord puts the demons to flight, defends us against the incentives to vice and to concupiscence, cleanses the soul from sin, quiets the anger of God, enlightens the understanding to know God, inflames the will and the affections with the love of God, fills the memory with spiritual sweetness, confirms the entire man in good, frees us from eternal death, multiplies the merits of a good life, leads us to our everlasting home, and re-animates the body to eternal life.

-ST. THOMAS AQUINAS