

GENERAL INFORMATION FOR ADORATION **(St. Charles Borromeo Catholic Church)**

You are the committed adorer and guardian of the Eucharist at your holy hour. The Blessed Sacrament must never be left alone.

Covid Info: During the current COVID-19 conditions, to limit the potential of spreading the virus, several precautionary measures are being taken, including the church being locked at all times except from 7:00 am to 7:00 pm. Additionally, the 3:00 pm holy hour will be live streamed Tuesday thru Friday. To join live stream masses or holy hours, go to the [St Charles YouTube](#) channel to subscribe.

Below are the general procedures for Eucharistic Adoration.

1. **Access to the Church:** Please enter the church through the main doors at 3rd & High Street or the entrance off the main parking lot. Scheduled adorers and substitute adorers, during locked hours, will need to use their assigned card key to unlock the door by holding the card key next to the reader on the wall. The reader is located on the stone wall to the right of the doors.

- If for some reason your card key is not working and you need immediate access for your holy hour, please contact your co-adorer (if applicable), the adorer immediately before your scheduled hour, or try calling the chapel "tracFone" (812-320-0285). If those attempts are unsuccessful, contact your hourly captain or the Adoration Committee hotline number (812-269-5333). These phone numbers are included on the website. We strongly encourage you to save these contact numbers in your cell phone.

To fix the issue with your card key, send an email to Adoration@StCharlesBloomington.org describing the problem.

- **Please DO NOT let others into the church if they have not been given a card key.**

2. **Procedures upon entering the Chapel:**

- *Covid info:*
 - Chapel capacity is limited to 5 adorers at a time. Please direct additional visitors to adore in front of the tabernacle.
 - Unrelated adorers should honor social distancing practices.
 - There is hand sanitizer in the chapel for your use or feel free to use the sink in the sacristy restroom if you prefer to use soap and water.
 - Scheduled adorers wishing not to have drop-in visitors during their holy hour, should hang the sign, which is located on the sacristy countertop, on the wooden stand near the chapel door. This sign

states the chapel is closed for drop-in visitors, and it can be hung over the sign in the wooden stand by looping the ribbon over the nail on the back of the wooden stand. After your holy hour, simply remove the sign and place it back on the sacristy countertop.

- Genuflect on both knees (if able) upon entering and leaving the presence of the Lord.

3. **Procedures upon leaving adoration:** As a reminder, **Jesus must NEVER be left unattended in the Monstrance.**

- Wait for the next adorer to arrive before leaving.
 - If the next hour's adorer does not appear at the correct time, please give them a few minutes leeway. If they do not come within 5-10 minutes, please call them to find out if they are en route.
 - You can find contact information for the late adorer on the sign-in kiosk by the chapel door.*
 - We strongly suggest that you to add these phone numbers as contacts in your cell phone.
 - If the above step is unsuccessful, contact your Hourly Captain. You can find your hourly captain's name and phone number in your holy hour commitment box on your WeAdoreHim dashboard (you may be asked to login). Please add this contact information in your cell phone for easy access.
 - If you are still having difficulty finding assistance, please call 812-269-5333.
 - If this becomes a continuing problem, notify the Adoration Coordinator at adoration@stcharlesbloomington.org or 812-269-5333.
- Genuflect on both knees (if able) upon leaving the presence of the Lord.
- *Covid info:* If you've used the sign that states the chapel is closed for drop-in visitors, remember to remove the sign, and place it back on the sacristy countertop.

* Additionally, contact information for adorers in the hour before and after your holy hour can be located on your WeAdoreHim dashboard at: <https://onehourwithjesus.weadorehim.com/en/dashboard>. Simply go to your holy hour commitment box and click on the "**view other adorers**" link in the bottom right-hand corner of the commitment box to view this information.

4. **Finding a Substitute:**

Refer to "[How Can I Request a Substitute](#)" page.

5. **Inclement Weather Policy**

- ***If St. Charles School is cancelled or delayed, adoration will also be cancelled or delayed.***
 - We will try to notify you by phone, text messaging or email in such cases
- Local TV and Radio News Stations will broadcast school closings/delays in the morning. Be sure to look for St. Charles School in the closing/delay notifications. For a complete listing of stations, check the school website: www.stcharlesbloomington.org , under the *parent* tab – closings and delays. Another source to search by county is:

<https://www.wthr.com/weather/indiana-school-closings-business-delays-churches>

- All school delay and closing decisions will be made by 6:00 am.
 - For school **delays**, adoration will reopen at 9:00 am.
 - For school **closings**, adoration will remain closed until 9:00 am the **following** day.
 - If the school is not in session (ie. over the weekend or school break), the adoration committee will make the decision and will attempt to contact scheduled adorers who are directly affected by the closure.
- If adoration is not officially cancelled but driving may be unsafe in your area, please try to get a substitute who lives closer to the church. We hope to have a list of “emergency” adorers who can get to the church under most conditions. If you want to volunteer for this very important role, please contact the adoration coordinator at adoration@stcharlesbloomington.org or 812-269-5333.
- If you have questions regarding inclement weather closures, please feel free to contact the adoration coordinator at 812-269-5333.

6. Chapel Phone Availability

- Although many adorers have their own cell phones, there is a “tracFone” available in the chapel for emergency use only. The phone number is 812-320-0285.
- If the phone rings while you are in the chapel, **PLEASE ANSWER IT**, as it may be someone trying to reach the scheduled adorer.
- If your card key isn't working, call the chapel phone and ask the current adorer to let you in. Contact the Adoration Committee if no one is in the

chapel.

- In an emergency if another adorer calls and needs you to open the door, you are allowed to leave the chapel without covering the monstrance for the few moments you are out of the chapel.
- We ask that other cell phones not be used while in the chapel unless they are being used for spiritual reading and prayers.

Updated 06/11/2022