

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.

Below are the general procedures for Eucharistic Adoration.

1. **Access to the Church:** Please enter the church through the entrance off the main parking lot or through the right-side main doors at 3rd & High Street. 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) or the adorer immediately before your scheduled hour. If you don't have their phone number, you may 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 also 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 that describes 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:**

- Genuflect on both knees, if you're able, upon entering and leaving the presence of the Lord. If you are not able to genuflect, please bow upon entering.

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 to your cell phone for future use.

- 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 also add this contact information in your cell phone for easy access.
 - If you are still having difficulty finding assistance, please call the committee at 812-269-5333.
 - If this becomes a continuing problem, notify the Adoration Coordinator at adoration@stcharlesbloomington.org or 812-269-5333 so we can help to resolve this issue.
- Genuflect on both knees (if able) upon leaving the presence of the Lord.
 - 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

See guidelines at: <https://www.onehourwithjesus.com/inclement-weather-closings/>.

For procedures for what to do if severe weather hits during your holy hour, refer to the [Emergency Procedures for Severe](#).

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.

7. Public Holy Hours

St. Charles offers a public Holy Hour in the main sanctuary of the church at 3pm Tuesday thru Friday. All are welcome to join Fr. Tom and other parishioners at this time. These Holy Hours are available via live stream. Feel free to view and/or subscribe @ the [St Charles YouTube](#) channel.

Additionally, a public holy hour, which is not live streamed, is available in the chapel on Mondays at 3 pm. The Rosary & the Chaplet of Divine Mercy are prayed together at this holy hour.

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