



St Bernadette Roman Catholic Parish
Letter of Instruction
For
EUCHARISTIC ADORATION CHAPEL GUIDELINES

Effective Date: 10 February 2010

1. Please remember to sign in before entering the Chapel. Visitors write name and phone number on the *right* side of the page. This gives us an idea of Chapel usage and how to contact you should you leave something valuable behind.
2. Genuflecting on the right knee is the proper way to acknowledge the presence of Jesus in the Blessed Sacrament. Many of us have grown up genuflecting deeply on both knees before Jesus exposed in the Monstrance. Either method is acceptable.
3. Remember to observe silence before the Blessed Sacrament. If you need to speak at length with someone, please hold your conversation beyond the Chapel hallway. Remember, the walls are thin and what is said in the hallway disturbs those inside.
4. No radios, iPods, tape players or cell phones should be used in the Chapel.
5. Spontaneous and unscheduled devotions and events are not permitted. The Chapel is to be a quiet private place for individual Adorers.
There are parish devotions scheduled regularly and intermittently in the chapel; i.e. daily, weekly recitation of the Rosary and the healing Rosary on Friday evenings.
6. There is no eating in the Chapel. Chewing gum or candy is considered disrespectful.
7. No fresh flowers are to be placed in the Chapel due to allergies.
8. Nothing is to be placed on the altar of exposition except the red candle. (This is an eight day candle and is typically replenished by the office staff.)
9. Devotionals and reading materials in the Chapel are for the use of everyone and should not be removed. If you would like a personal copy of something, please contact the Chapel Librarian or Parish office for purchasing information.
10. No material of any kind is to be placed in the Chapel area without authorization of the Head Coordinator. This includes novenas, leaflets and prayer cards.
11. There are two binders on the table at the back of the Chapel, one for prayer requests and one for testimonials. Prayers and testimonials should be written in such a way as to preserve the privacy of those involved. Please do not use names without permission.
12. There is a First Aid Kit in the back drawer of the counter and some water for emergencies only. Extra tissues that have been donated are kept in the cabinet under the First Aid kit.
13. The Chapel phone is for emergency use only. Directions are listed below.

Emergency Procedures

The Chapel door is secured with a key pad lock. You may obtain the code from the parish office. If someone knocks you may look through the peephole but are under no obligation to open the door to someone you do not know.

The Chapel phone is for emergency use only.

You may call out on it but it does not receive incoming calls.

If upon entering the building or at any time during your Chapel visit, you become uncomfortable for your safety or the security of the Chapel, please call the parish office or the Head Coordinator.

If the emergency is serious call 911 and then notify the parish office or Head Coordinator.