

SEAS Weekly Committed Adorer Protocol

Thank you for your commitment to spend an hour each week with the Blessed Sacrament in our St. Zachary Oratory! In accordance with canon law, we will have each hour covered by at least two committed volunteers.

Upon Arrival

- 1) Enter the access code on the security keypad to unlock the door. Adorers who are registered on the WeAdoreHim website will receive a code via email or text. Do not share the code or open the door for others at any time.
- 2) Make sure the door closes securely behind you when entering or exiting. If the door is not fully closed, an alarm will sound after several seconds.
- 3) Please try to arrive 5-10 minutes early and sign in on the iPad kiosk.
- 4) As you enter the presence of the Lord:
 - Genuflect - single or double genuflection are both appropriate.
 - Maintain prayerful silence while in the Oratory.
 - Make sure your cell phone is silenced.
 - Pray one Hail Mary for an increase in vocations and one Hail Mary for St. Elizabeth Ann Seton parishioners during your hour.

Before you leave, please make sure at least one of the next committed volunteers is in the Oratory [*Tip: Get to know the people who adore with you, before you, and after you. Exchange phone numbers in case you need to get in contact with one another*]. If the Adorers after your hour do not show up, you should either: (a) try to be the substitute for the next hour and make sure you sign-in as a substitute on the iPad; OR (b) if you must leave and no one is there, follow the Adorer Guidelines on reposing.

Guidelines on Exposing and Reposing the Blessed Sacrament

To expose the Blessed Sacrament: genuflect before the tabernacle, open the tabernacle window, and return to a pew.

To repose the Blessed Sacrament: close the tabernacle window, genuflect, and leave the Oratory. Make sure the door securely closes and locks behind you.

Requesting a Substitute

When needed, request a substitute in the seascc.WeAdoreHim.com website. Requests may be made weeks, months and even years in advance. If you are unable to use the website, please contact your Shift Captain. If your Shift Captain is not available, please contact Scott & Amy Rustand at 817-913-8162 or 817-913-8163.

Non-Registered Adorers

People who are not registered on the seascc.weadorehim.com website can attend adoration, but only during Parish office hours. To access the Oratory, the non-registered adorer must obtain an entry code from the parish office.

Shift Captains

A Shift Captain oversees a particular block of adoration hours. Once you have registered as a new Adorer, your Shift Captain will reach out to confirm you received the adoration guidelines and answer any questions. Shift Captains will also make calls to check in with Adorers who weren't able to keep their weekly commitment based on iPad check-ins the previous month.

Other Oratory Reminders:

- Do not bring food, drinks, candy, or gum into the Oratory.
- Remember you are in the presence of the Lord. Adorers should dress in a respectful and modest manner. Gentlemen, please remember to remove your hats.
- The Oratory is meant to be a place reserved for silent adoration. Please do not pray out loud or play music in this quiet space. Please have conversations with others outside the Oratory.
- Do not place anything on the altar and refrain from bringing flowers into the Oratory due to allergies of other Adorers.
- You can use a phone or tablet for spiritual reading, but make sure the ringer and sound are silenced. Earbuds or headphones must be used at a volume low enough where the sound cannot be heard by other Adorers.
- Reading material is available for use by Adorers during their hour. Please return any books to the bookcase before you leave so that they are available for the next Adorers. Please do not take books home. All material brought in and left on the bookshelf must be approved by the parish office first.
- Complaints or concerns regarding the Oratory or other Adorers should be brought to the attention of your Shift Captain and/or the parish office.

Adorer FAQs

What do I do if there is an emergency in the Oratory?

If an emergency of a serious nature occurs, call 911 or push one of the emergency call buttons in the Oratory, which contacts local police.

Will the Oratory be closed for severe weather?

In the case of severe weather (ice, tornadoes, etc) the Oratory may close temporarily. This is only during an extreme emergency. The Parish office will post closings/openings on the SEAS webpage (seascc.org) and notifications will be sent via the preferred method of communication you selected during the registration process. Please make sure your current cell phone and email address are provided on the WeAdoreHim website to receive notices.

Should I let others into the Oratory during my hour?

No! For the safety of our Adorers, do not open the door or share the access code with others. Do not open the door for anyone knocking.

Can I bring my children?

Children are welcome to accompany you to be with Jesus! Please have some books or activities available to help them pass the time quietly. Should your child get anxious, please take him/her out so as not to disturb the other Adorers. Children must be accompanied by an adult to the restroom and are not allowed to wander in accordance with safe environment policies. Adult supervision is required for all minors at all times, including teens.

What if I need to use the restroom and am the only Adorer? Can I leave Jesus exposed?

Ideally, take care of this before starting adoration. However, life happens. If only a single worshiper is present who becomes ill or must leave to respond to an emergency, the proper security of the Blessed Sacrament cannot be assured. Please follow the Adorer Guidelines on securing the tabernacle.

Why should Our Lord in the Blessed Sacrament never be left alone?

The Eucharist is the Body and Blood of Christ. This necessitates a high degree of reverence and adoration, which is why the Eucharist is not left unattended, even briefly.

How do I learn how to use the We Adore Him website?

Here is a link to a tutorial (10 minutes): <https://weadorehim.com/blog/tutorial-video-for-new-Adorers>

My spouse and I will be adoring together. Do we both need to register on the website?

While not required, both of you should be registered so that both of you receive notifications (e.g. weather emergency).

How do I add the WeAdoreHim Shortcut to my iPhone home screen?

WeAdoreHim is not an app that people have to download to their smartphone or tablet. Instead, it is a full-featured website that works on any computer, tablet, or smartphone with a web browser connected to the Internet. There is no software to download or install. Here are instructions to add a shortcut to an iPhone using the Safari browser:

- Open Safari (or other internet browser on your phone) and navigate to seascc.weadorehim.com
- Once there, make sure you can see the navigation toolbar by tapping once near the bottom of the screen, which will make it appear.
- On the navigation toolbar at the bottom of the screen, tap the Share icon (the square with an upward arrow). A Share menu will appear at the bottom of the screen.
- Use your finger to pull it up and swipe through the list. Tap "Add to Home Screen." A menu titled "Add to Home Screen" will appear. Use this menu to name your new Home Screen web icon anything you'd like using the onscreen keyboard. Once you're done, tap "Add" in the top-right corner of the box.
- An icon for the website will appear on your Home screen. Any time you'd like to use it, just tap on the icon as if it were a regular app. Safari will automatically open and load the website so that you can request subs and manage your schedule!

How do I add a WeAdoreHim Shortcut to my Android home screen?

- Open Chrome on your Android device and navigate to seascc.weadorehim.com
- Locate the three dots menu icon in the upper right corner of the Chrome window.
- Tap on the "Add to home screen" option.
- You'll have the option to rename the shortcut, or you can keep the default name.
- Tap the "Add" button to finalize the process.

General Security Guidelines

Two-Adorer Rule: Whenever possible, two Adorers per hour will be present for safety and reliability.

Chapel Access & Entry Protocols:

- Exterior doors will be locked at all times.
- Adorers may enter using a keypad code.
- The entry code should not be shared with anyone.
- For everyone's safety, **never** open the Oratory doors for anyone knocking.
- Non-registered visitors must contact the parish office for access.

Emergency Contact Information

Emergency Services: Police/Fire/Medical: call 911

Emergency Call Buttons located in the Oratory go straight to the police.

Other Contacts:

- Adoration Coordinators: Scott & Amy Rustand, 817-913-8162 or -8163
- Parish Office: 817-431-3857, MON - THUR: 8AM - 4PM, FRI: 8AM - 12PM
- Local Law Enforcement (non-emergency): Keller PD 817-743-4522

Suspicious Activity Protocol

- If you feel unsafe, do not engage or confront the person. Quietly leave and call the parish office or 911 if you feel there is an imminent threat to safety.

Medical Emergencies

- Call 911 or push an emergency call button in the Oratory.
- If trained, administer basic first aid or CPR until help arrives.
- An Automated External Defibrillator (AED) is located in the Oratory
- After the situation is stable, notify the Adoration Coordinator.

Protecting the Blessed Sacrament

- If an Adorer must leave unexpectedly and no replacement is available, they must close the tabernacle window, genuflect, and leave the Oratory. Make sure the exterior doors are securely closed and locked or an alarm will sound.

Weather & Facility Closure Protocol

- In the event the Oratory must be closed due to inclement weather, Adorers will be notified via their preferred method of communication listed on the WeAdoreHim website. Updates will be posted on the parish website and social media channels.

Property & Building Security

- Security cameras monitor the chapel entrance and surrounding areas for safety.
- Footage is reviewed and managed by parish security.
- Exterior and interior chapel lighting will remain on during nighttime hours.
- During overnight hours, all Adorers are encouraged to park in the handicapped parking spaces closest to the Oratory entrance.

Training & Orientation

- All new Adorers will receive a brief orientation on chapel etiquette, security protocols, and emergency procedures.
- Orientation materials will include this Security Protocol document and contact information for leadership.

Incident Reporting

- All security or safety incidents, no matter how minor, must be reported to the Adoration Coordinator.
- Incident reports should include:
 - Date and time of the incident.
 - Description of what occurred.
 - Actions taken and by whom.
 - Any follow-up recommendations.