

SEAS Weekly Committed Adorer Protocol

Thank you for your commitment to spend an hour each week with the Blessed Sacrament in our Perpetual Eucharistic Adoration (PEA) Oratory (also known as the St. Zachary Oratory)! As you know, the Blessed Sacrament should never be left alone and so here at St. Elizabeth Ann Seton we will have each hour covered by at least two committed volunteers at all times.

Our weekly committed Adorers make adoration possible at SEAS by having 2 committed Adorers assigned to each hour of every day. If you cannot make your holy hour, it is your responsibility to find a substitute to cover your hour when you cannot be there. You are committing to doing the following things each week so that the PEA Ministry can confirm our Lord is not left alone.

1) Sign in 5-10 minutes on the iPad when you arrive for your weekly holy hour. As you enter the presence of the Lord:

- Genuflect - single or double genuflection are both appropriate.
- Keep the prayerful silence of the PEA Oratory.
- Make sure your cell phone is silenced.

2) Request a substitute in the We Adore Him scheduling system when you cannot attend (requests may be made weeks, months and even years in advance). You will be notified when a substitute is found. If a substitute cannot be found, or you are unable to use the website, please contact your Shift Captain for help. If your Shift Captain is not available, please contact Scott & Amy Rustand at 817-913-8162.

3) Pray 1 Hail Mary for an increase in vocations and 1 Hail Mary for St. Elizabeth Ann Seton parishioners during your hour.

4) 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) Be the substitute for the next hour. (Make sure you sign-in as a substitute on the iPad) OR (b) Call the phone number listed in the back of the Oratory. Then, if you must leave and no one is there, follow the Adorer Guidelines on securing the tabernacle.

*Daytime entry can be made into the Oratory by securing an entry code from the parish office. Adorers who have committed to a weekly hour will receive a code via email or text. Do not share the code or open the door for others at any time.

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 PEA Oratory Reminders:

- Please refrain from bringing food, non-water drinks, candy, or gum into the Oratory.
- Remember you are in the presence of the Lord. Adorers need to 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 only.
- Do not place anything on the altar and refrain from bringing flowers into the Oratory due to allergies from 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 occurs, call 911. The phone on the Oratory entryway wall may be used for emergency calls.

Will the Oratory be closed for severe weather?

In the case of severe weather (ice, tornadoes etc) the PEA 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 We Adore Him to receive notices.

Should I let others into the Oratory during my hour?

No! For the safety of our Adorers, please don't open the door or share the access code with others. Do not open the door for anyone knocking. Please call your Shift Captain if you have questions.

Can I bring my children?

Children are welcome to accompany you to be with Jesus! Please have some books or activities available for them, 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 the safe environment policy. 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, you can take care of this before starting adoration. However, life happens. If only a single worshiper is present who becomes ill or must 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>

How do I add the a We Adore Him Shortcut to my iPhone home screen?

We Adore Him is not an app that people have to download to their smartphone or tablet. Instead, it is a fully-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 rectangle 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 We Adore Him Shortcut to my Android home screen?

- Open the Chrome browser on your Android device.
- Navigate to the SEAS website: seascc.weadorehim.com
- Locate the three dots icon (menu) 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

1. Never Leave the Blessed Sacrament Unattended:

- At least one Adorer must be present at all times when the Blessed Sacrament is exposed.
- If the next scheduled Adorer does not arrive, the current Adorer must wait until a substitute arrives or properly repose the Blessed Sacrament (close the door to the tabernacle).
- Shift Captains are responsible for confirming coverage for their time block.

2. Two-Adorer Rule: two Adorers will be scheduled per hour for safety and reliability.

3. Chapel Access & Entry Protocols for Daytime, and Evening/Overnight Hours:

- Exterior doors will be locked at all times, 24/7.
- Adorers will enter using a rotating keypad code provided through the We Adore Him app.
- Non-registered visitors may obtain the daytime code from the parish office during business hours.
- **Do not share the entry code.** All registered Adorers will receive the new code at the beginning of each month.
- **Push or pull on the door to ensure it is completely latched** when entering or exiting the Oratory.

Emergency Contact Information

Emergency Services: Police/Fire/Medical: 911

Parish Emergency Contacts:

- Adoration Coordinators: Scott Rustand, 817-913-8162; Amy Rustand
- Parish Office: 817-431-3857, MON - THUR: 8AM - 4PM, FRI: 8AM - 12PM
- Director of Campus Safety: Stephen Kouba, 817-623-2416 (office)

Suspicious Activity Protocol

1. If suspicious individuals are present:

- Do not engage confrontationally.
- Quietly leave the chapel and call 911 or the designated parish contact.
- If you feel unsafe, leave immediately and call 911.
- Notify the Adoration Coordinator and Director of Campus Safety as soon as it is safe to do so.

Medical Emergencies

1. If an Adorer or visitor experiences a medical emergency:

- **Call 911 immediately.** The phone on the entryway wall may be used for emergency calls.
- If trained, administer basic first aid or CPR until help arrives.
- An Automated External Defibrillator (AED) is located in the entryway.
- After the situation is stable, notify the Adoration Coordinator and Director of Campus Safety.

Fire in the Oratory

1. **Call 911 immediately.**

2. Safely evacuate all persons in the Oratory. Confirm the restrooms are empty as well.
3. The fire extinguisher is located on the entryway wall, just inside the main entrance doors.

Protecting the Blessed Sacrament

1. Reposing the Blessed Sacrament:

- If an Adorer must leave unexpectedly and no replacement is available, they must close and lock the tabernacle.

Weather & Facility Closure Protocol

1. Severe Weather or Emergencies:

- In the event of inclement weather (e.g., snowstorms, hurricanes), Adorers will be notified via their preferred method of communication through We Adore Him if adoration is suspended.
- Updates will be posted on the parish website and social media channels.

Property & Building Security

1. Security Cameras:

- Security cameras monitor the interior and exterior of the Oratory and surrounding areas for safety.
- Footage is monitored and reviewed by the parish safety team.

2. Lighting:

- Exterior and interior chapel lighting will remain on during nighttime hours.
- Adorers are encouraged to park in designated, well-lit areas close to the Oratory entrance. Overnight adorers may park in the spaces directly across from the Oratory entrance.

Training & Orientation

1. New Adorer Orientation:

- All new Adorers will receive a brief orientation on security protocols, chapel etiquette, 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 and Director of Campus Safety.
- Please provide the following information:
 - Date and time of the incident.
 - Description of what occurred.
 - Actions taken and by whom.