

Adoration Chapel Guidelines

Ave Maria Catholic Church (January 2016)

As a parish, our Ave Maria Community is truly blessed to have an on-site Adoration Chapel where we, as God's children, can come and spend time with Our Lord in prayer and devotion. It is truly a rare gift to have this place of silence in our parish, where Christ dwells, where we can bring our lives before Him and where we can quietly listen to Him. It is a sacred place, in a world where the sacred is hard to come by. How blessed we are at Ave Maria!!! We encourage you to take advantage of this priceless opportunity to unite yourself with the Eternal Truth, as Truth becomes harder to see and understand with each passing day.

While we are blessed to have an Adoration Chapel in our parish, the actual physical location of the Chapel, within the Church building itself presents some unique challenges to our community. First and foremost of concerns are the safety and security of the Most Blessed Sacrament present in the Adoration Chapel as well as that of our parishioners, school children and staff as well as for the Sanctuary, the Adoration Chapel and the Church building itself.

It is the expectation that those using the Adoration Chapel will respect and adhere to these guidelines.

1) Adoration Chapel Decorum:

It is truly a rare gift to have a sanctuary of silence, contemplation and meditation where one can come and pray in the presence of Our Lord Jesus Christ. The Adoration Chapel is a sacred place of quiet, peaceful silence; a place for private prayer, contemplation and meditation.

- A) Access to the Adoration Chapel is by a numeric code, which has been given to the members of the Adoration Ministry. This code is NOT to be shared/given to anyone but the individual to whom it was issued.
- B) **Silence is the norm and the expectation in the Adoration Chapel.** Children, 17 years and under, must be accompanied by an adult (18+ years) family member or an adult (18+ years who is currently certified SET trained--Safe Environment Training) when in the Adoration Chapel. Families with small children using the Adoration Chapel are asked to be attentive to the needs of the children and to be cognizant of others in the Adoration Chapel.
- C) Proper and appropriate dress and attire as well as the proper posture i.e. sitting and/or kneeling for your presence in the Adoration Chapel should be observed at all time.
- D) Out of respect for others in the Adoration Chapel and to maintain an atmosphere of silence, conversations, discussions, etc. are to be held in the Gathering Space. Individuals wishing to pray aloud (i.e. saying the rosary, chanting, singing, playing of sacred hymns/music etc.) when others are present in the Adoration Chapel must do so in the Gathering Space or in the main body of the Church.

E) Beverages (except water) and food are not to be brought into the Adoration Chapel.

2) Mass and the Adoration Chapel:

The holy sacrifice of the Mass is the highest form of prayer and adoration for all Catholics and as such the Mass is to be respected by all those present in the Church.

A) **The Adoration Chapel is NOT to be occupied while any Mass (Sunday, weekday, funeral, wedding, etc.) is being said in the main Sanctuary.** Individuals in the Adoration Chapel when a Mass begins are asked to leave the Adoration Chapel and to participate in the Mass.

3) Safety/Security in the Church, in the Adoration Chapel & Use of Card Key

A number of proactive measures to ensure the security of the Church have been implemented over the course of the past year. Card key access, security doors and security cameras have been installed to provide a higher level of security.

The card key access to the Church building is a privilege extended to those registered members of the parish who are also registered and active members and participants of the Adoration Ministry. The following procedures for this privilege of accessing the Church have been updated and are in effect as of January 2016:

- A) **Card keys are and remain the property of Ave Maria Catholic Church and will be issued through the main Church office and will be issued ONLY to registered members of Ave Maria parish who are also registered and active members and participants of the Adoration Ministry.** The card keys remain the property of Ave Maria Catholic Church and are to be returned when no longer needed or when the individual moves out of the parish. There is a \$10 non-refundable fee to replace a lost card key.
- B) All card keys, individual and “family”, are registered and numbered when “activated”. Use of the card key will be monitored by the Church staff.
- C) **The card key is to be used only to access the Church for the intention of going into the Adoration Chapel** and is to be used **ONLY** by the individual or members of the immediate and directly related family (family members 18 years and older) to whom the card is registered.
- D) **Card key holders are not to admit any other individual, regardless of who that individual(s) is (are), when accessing the Church.** Individuals that do not have a card, or have forgotten their card absolutely cannot be admitted by other card holders. The parish retains the right to “de-activate” the card key at any time and for any reason, including but not limited to the misuse of the card key, disregard of these guidelines as well as the guidelines for use of the Adoration Chapel.

Signature Page

Adoration Chapel Guidelines

I, the undersigned, acknowledge receipt of these Adoration Chapel Guidelines and agree to adhere to them.

Name (Please Print): _____

Signature: _____

Date _____

Email Address: _____

Phone # _____

(January 2016)

CARD KEY #: _____

FAMILY NAME: _____

Signature Page

Ave Maria Catholic Church Card Key Access Guidelines

I, the undersigned, as an individual or as a representative of my family, accept the responsibility for the card key that I have been issued. I have read and understand these guidelines as well as the guidelines for use of the Adoration Chapel and agree to follow them as well as any additional guidelines which the parish deems necessary to make as a part of these guidelines.

Name (Please print):: _____

Address: _____

City/State/Zip Code: _____

Phone Number: _____

Email Address: _____

Family members (18 years+) who, with permission of the parent(s), will be allowed use of the card key for the specific purpose of going into the Adoration Chapel:

Signature: _____

Date: _____

Office Use:

Parish Registration Number: _____

Date of Activation: _____ Time Period of Activation: _____

Parish Staff Member Issuing Card Key: _____

Date of De-Activation: _____

Reason for De-Activation: _____

(January 2016)