

# The Holy Face of Jesus Eucharistic Adoration Chapel Handbook

## The Adoration Pro Website

In your web browser, visit <https://adorationpro.org/theresapalatine>

## View the Adoration Schedule & Sign Up

- Click on “Weekly Commitment” to find openings.
- If there is a “Sign up” button next to the hour, it is available.
- When you find the hour you want, click “Sign up.”
- There may be some hours listed as “Coming Soon.” There is no adoration during “Coming Soon” hours but we are in the process of accepting sign ups so we can add those hours in the future.
- Add your contact information, including your email address and phone number.
- Click “Signup” at the bottom of the screen.
- The next screen will ask if you want to sign up as a substitute. When you are finished signing up, you will receive an email or text message confirming your commitment.

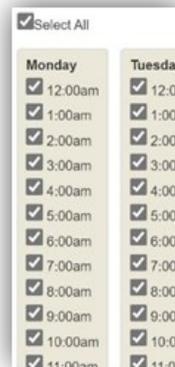
## Sign up to be a Substitute

- Click on “Become a Sub” at the bottom of the page.
- Add your contact information, including your email address and phone number. Click “Signup” at the bottom of the screen.
- When you first sign up, you’ll receive an email with a link “Adjust My Availability.” See the next topic.



## Adjust Your Availability as a Substitute

- When you first sign up, you'll receive an email with a link "Adjust My Availability." This will bring you to a page where you can choose which days and hours you are available as a substitute. You will only receive substitute requests for the days and hours you choose. If you do not adjust your availability, you will receive every substitute request.
- Any time you want to change your availability, visit the Adoration Pro homepage and click on "My Info." Enter your last name and phone or email and click "Search." This will bring up one or more profiles. Choose your substitute profile and click "Edit this Profile." You will receive an automatic email with a link to "Adjust my Availability."



The screenshot shows a form titled "Select All" with two columns: "Monday" and "Tuesday". Each column has a list of times from 12:00am to 11:00am in one-hour increments. Each time slot has a checked checkbox, indicating that all hours for both days are selected.

## Request a Substitute

- You are responsible for trying to find your own substitutes.
- Click on "Find a Sub". The password is **subpass**.

Password =  
**subpass**

Auto Sub Request - add your information and the hour/date you need a sub. This will automatically send an email to everyone on the sub list. Once someone accepts your request, you will receive an email telling you who took the hour. **\*\*preferred method\*\***

Manually Find a Sub from a List – you will see a list of substitutes and you contact people until you find a substitute. If you get your own sub, please email us to let us know.

Sub Request Log – you can look at the current list of open and filled sub requests.

## Make Sure You Have a Substitute

- Click on "Find a Sub," then "Sub Request Log" to see all open and filled sub requests.
- You will still receive an automatic reminder for your hour even when you have a sub. This causes a lot of confusion but we aren't able to stop the reminders.

## Accepting a Substitute Request

- You will receive an email or text when someone requests a substitute. If you are available to fulfill it, click the link in the email "View Sub Request".
- If someone else has already filled it, you'll get a message telling you it's filled.
- If you are not available to accept it, feel free to ignore it. You are not obligated to accept it and you don't have to explain why you can't accept it.

## Change Your Information

- Click on “My Info” at the bottom of the page. Enter your last name and your phone number or email.
- If you signed up for more than one hour, you will see a list showing your profiles for each hour.
- Click “Edit this Profile” and an email will be automatically sent to you with a link where you can edit your contact information. If you have multiple profiles, you have to repeat this process to update each one.

## Stop Reminder Emails or Text Messages

- Adoration Pro sends reminders automatically. You can turn them off. See the above section “Change Your Information” on how to access “My Info”. Once you are on your info page, you can change your “Reminder Message Status.”

## Add an Adoration Pro Icon to Your Phone

- Adoration Pro does not have an app, but you can add the website to your smart phone home screen so it works like an app. Go to the Adoration Pro website on your phone:

- Apple: Select the “share”  icon on the bottom of the screen. In the next menu, scroll down, select “Add to Home Screen” and type a name for the shortcut, such as “Adoration Pro.”



Android: Depending on your web browser (e.g., Chrome, Firefox) select the three dots ⋮ or three lines ≡ by the web address, then select “Add to Home Screen” or “Add Page Shortcut” or “+Add page to”. You may need to select “Home Screen” or “Home Page” as the destination.

## **Now That You're an Adorer . . .**

### We are Counting on You

Thank you for making a commitment to adoration. Although this is a volunteer activity, the parish is counting on you to be there or request a substitute. If you don't show up and haven't requested a substitute, other people have to scramble to try to change their schedules or to try to find someone to come sit in the chapel in your place.

## Getting into the Chapel

- The main door should be open during the day. If it is locked, you must enter a code. Be sure to add # after the code or the door will not open. Do not bang on the door. If you can't get in the main doors, try the Marian Courtyard.
- Go to the parish website to get the code: <https://sttheresachurch.org/chapel-sign-in/>

## Sign in for Adoration

Online: On your smartphone, go to the Adoration Pro website and click "Adorer Sign In." Click on your name (or the regular adorer's name if you're a substitute).

Paper: Just outside the back door of the chapel (across from the priest sacristy) is a paper where you can check off your name.

- Do not check your name off ahead of time and don't check other people's names off unless you see them sitting there. This causes confusion and increases the risk of having no one show up for the hour.
- Note: If you are a substitute, check off the person's name you're covering.

## Red "Scheduled Adorer" Signs

- When you enter the chapel, locate the red scheduled adorer signs and ask the person with the sign if they are leaving. If so, take it and hang it over the pew to show others you are one of the scheduled or substitute adorers for the hour. Pass it on to the next scheduled adorer or allow them to take it from your pew.
- It is important you meet the scheduled adorers before and after your hour. Although we need to maintain a quiet atmosphere, it is reasonable to say a few words to each other so you will recognize each other and you will know when your replacement has arrived.
- If you don't pass the sign on to anyone, leave it hanging on the pew when you go. At night and on weekends, the signs should be folded and placed on the sign in sheet in the hall.

## Cancelling with Short Notice

- Try to be there if at all possible. We cannot find a sub at the last minute. You might be the only one scheduled for your hour.
- To cancel on short notice, you will need to request a sub in Adoration Pro. People often respond within 1-2 hours.

## No One has Shown Up to Replace Me

- If you are available to stay, please do so! Do not leave Jesus alone in the monstrance.
- During the day (7 am—7 pm): If you need to leave, text or call Judy Moore at (847) 331-7654. If there is no answer, then text or call Jennifer Kim (224) 801-4077. If no answer, call the parish receptionist at (847) 358-7760 and ask them to find a priest or deacon.
- During First Friday overnight adoration (7 pm—7 am): If you need to leave, text or call Greg Crider at (773) 858-0243 or Tom Mullen at (847) 980-5797.

## The Priest or Deacon hasn't Come to Repose the Blessed Sacrament

- Do not leave Jesus alone in the monstrance. Call the parish receptionist at (847) 358-7760 and tell them no one has come to close adoration.
- If they do not answer, have someone walk over to the rectory and knock on the door.
- If neither of those methods work, call or text Andrew & Jennifer Kim at (224) 801-4077.

## Changing or Cancelling My Hours

- Adoration Pro does not allow you to change or cancel your hours. Please speak to a member of the Adoration Team or email [adorationteam@sttheresachurch.org](mailto:adorationteam@sttheresachurch.org) with your changes or cancellations.
- We will not give you a hard time or try to talk you into keeping your hour. Please just contact us rather than not showing up anymore.

## What are the Chapel Guidelines?

- It is important to maintain a quiet atmosphere to allow people to pray. Except for organized / approved activities, please refrain from saying your prayers out loud while others are in the room.
- Sometimes there will be distractions caused by chapel cleaning, church activities, or maintenance people working in the church. These are necessary activities that can only be done during the day. Please be patient and kind. Rudeness toward staff or workers will not be tolerated.
- Children are welcome in the chapel. Parents are responsible for maintaining a respectful environment. Be kind and patient with families, understanding that children are the treasure and future of our parish.
- Selected devotional books or Bibles provided by the parish will be marked and placed in every pew. We hope you will use them for your spiritual benefit and we ask that you return them to the pew rack for the next person to read.

- Any and all literature that you wish to provide for the public must always be screened first. As such, we will assume that any books or devotional items left behind were done so by accident. These items will be collected and placed in the lost and found for a period of time. Please do not intentionally leave devotional items that you want to get rid of.
- Do not knock on the chapel doors to be let in and, for your safety, do not feel obligated to let anyone in who is knocking. Everyone has access to get the door code online or by calling the parish office.
- There are cameras in the chapel, but in the event of an emergency or if you feel unsafe or threatened, call 911.

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### Daytime Contact information (7 am - 7 pm)

Judy Moore	(847) 331-7654
Jennifer & Andrew Kim	(224) 801-4077
Marilee Van Havermaet	(847) 525-4549
Parish Receptionist	(847) 358-7760

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### First Friday Night Contact information (7 pm - 7 am)

Greg Crider	(773) 858-0243
Tom Mullen	(847) 980-5797