

# The Holy Face of Jesus

## Eucharistic Adoration Chapel Handbook

We Adore Him: <https://sttheresachapel.weadorehim.com/en>

### Your adoration account

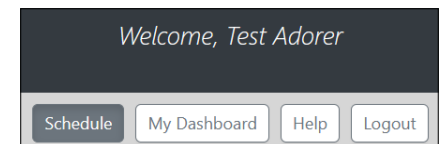
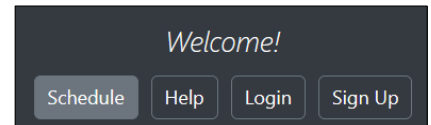
If you have an account, click “Login”. Then click “My Dashboard” to see your commitments and open substitute requests.

If you don’t have an account, you will be asked to create an account when you visit the site.

Enter your name and create a password.

Enter your email address and/or phone number. Each email address and phone number must be unique. If a married couple wants to use the same email or phone number, they have to be listed together as one person (for example: John & Betty Smith).

Choose how you would like to receive notifications. This is for adoration reminders, chapel closures, etc. Then select if you would like to be notified of substitute requests.



### Set your availability as a substitute

**Change the view to Weekly Schedule**

Time Ranges Hours Days **Weekly Schedule**  Select All

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
12:00 AM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1:00 AM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2:00 AM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3:00 AM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4:00 AM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

When you first set up your account, or later when you visit your dashboard and click on “Edit My Account” you can set your availability as a substitute.

It will show you three hour blocks of time but **it is highly recommended you select the “Weekly Schedule” view so you can choose exactly which days and hours you’re available.**

**This is an important step because We Adore Him finds substitutes by contacting one adorer at a time. It waits 15 minutes for you to accept or deny the request before it moves on to the next person. If you know you will never be available during a certain time, for example at 7 am, uncheck that hour so the system will never ask you to sub for that time.**

### Forgot your password

When you log in, there is a “Forgot your password?” link. Enter your name, email address, or phone number and the system will contact you with your password.

## Commit to a Holy Hour

When you first log in and view the schedule, you can click on any day or time and sign up for adoration.

To sign up, just click on the hour you want. We recommend you choose a weekly commitment. Then you can also select if and when you would like to receive reminders for your hour.

Be sure to look at when you will receive reminder notifications. If you prefer, you can change this to be 24 hours before your adoration time.

## 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. It is only because of your commitment that we can keep Jesus in the monstrance so that others may come in and experience His Presence (maybe for the first time).

## Request a substitute

You are responsible for finding your own substitutes. The Adoration Team is an all-volunteer staff. Please don't tell us you're busy and it's our problem.

Sub requests must be submitted **at least 4 hours in advance**.

You can go to your dashboard, view your commitments and request a sub there. You can also request a sub by calling (847) 701-4971 or texting the word "sub" to (847) 701-4971.

If you submit a request for a date far in the future, the system won't start contacting substitutes until 7 days before. However, the request will be visible on the website and people can accept the slot at any time.

## Accepting a substitute request

You can view your dashboard and accept any open sub requests directly.

The "automated substitute finder" will randomly send one person at a time an email, text message or automated phone call (depending on how you chose to be notified). It will wait 15 minutes for you to respond before moving on to ask the next person. You can still accept the request later, if no one has accepted it yet.

If you receive a request and aren't available for that hour, please say 'no' right away so the system doesn't have to waste 15 minutes before it moves on. If your availability changes, you can go to your dashboard and accept the substitute request from there.

### Make an Adoration Commitment



Thank you for considering a commitment to Eucharistic adoration! No adorers are needed for this date, but you can still sign up. Please select your commitment frequency and then click "Sign Up!" below.

If you ever can't make your commitment, requesting a substitute is easy.

Commitment frequency

- Daily:** Every day at 7-8am, starting 4/3
- Weekly:** Every Monday at 7-8am, starting 4/3
- Monthly:** Every 1st Monday at 7-8am, starting 4/3

Last date (optional)

Perpetual

Optionally set an end date for this adoration commitment. We encourage you to make a perpetual commitment!

Enable reminder notification

Select this to be notified before this adoration commitment begins.

24 hours before (7:00 AM)

via

Email

Cancel

Sign Up!

## Emergency substitute requests (in less than 4 hours)

If you need a substitute on short notice (less than 4 hours), first ask your family and friends to cover for you. If you know who adores before and after you, ask them to stay late or come early. If you can't find anyone, call or text Judy Moore at (847) 331-7654. If you do not receive a response, call or text Jennifer Kim at (224) 801-4077. We will try to find someone to cover it. As a last resort, we will send out an emergency all-adorer notification asking for anyone available to fill your spot on short notice. This is for emergencies only and cannot be a common occurrence.

## Getting into the Chapel

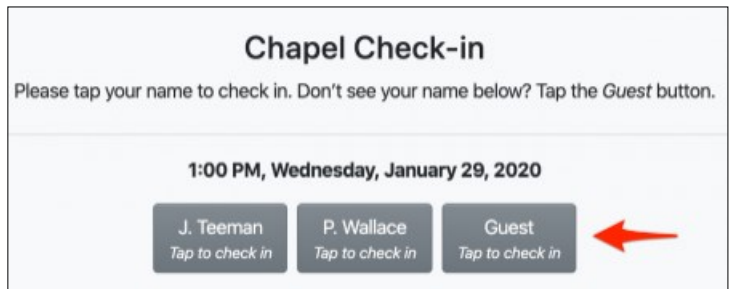
The main door should be open during the day. If it is locked, you must enter a code. Be sure to add # after the code or the door will not open. Do not bang on the door. If you can't get in the main doors, try the door in the Marian Courtyard.

Go to the parish website to get the code: <https://sttheresachurch.org/chapel-sign-in/>

## Sign in for Adoration

There is an iPad just outside the back door of the chapel by the Marian Courtyard entrance.

Tap your name to check in for your hour. If you are a substitute, tap the Guest block. A page will open allowing you to check in as either a guest or a substitute.



## Red "Scheduled Adorer" Signs

When you arrive for your hour, locate the red fabric "scheduled adorer" sign and let the person know you are the next adorer. Keep in mind, some people do two hours in a row, so you might need to take the other adorer's sign.

Put the sign over the pew. This tells other adorers that there is someone committed to stay there for the hour (meaning it is safe for others to leave the chapel without risk of leaving Jesus alone in the monstrance).

At night and on weekends, the signs should be folded and placed on the shelf near the sign in iPad. Note: there are only 2 signs. If there are more than 2 committed adorers or substitutes, not everyone will have a sign.

## 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.

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.

## 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

You can cancel or change your hours by logging in and visiting your dashboard. Look at your commitments and select "Edit". You will see a red "Delete" button.

If you want to change to a different time or day, delete the hour and add your new hour.

## 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.

Any literature that you wish to provide for the public must 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. Please do not intentionally leave items.

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.

## Important Contact information

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

Your Adoration Commitment

Commitment: **Every Monday at 7-8am**

Use this form to change settings for this commitment.

Last date (optional)

Perpetual

Optionally set an end date for this adoration commitment. We encourage you to make a perpetual commitment!

Enable reminder notification  
Select this to be notified before this adoration commitment begins.

Delete Cancel Save

For general questions,  
email Marilee or Jennifer at:  
[adorationteam@sttheresachurch.org](mailto:adorationteam@sttheresachurch.org)