

# Guidelines for Chapel Conduct

(Updated January 1, 2021)

Respect for Our Lord is displayed in the following ways:

1. Genuflect upon entering the presence of the Lord – Many people do a full kneel or both knees.
2. Be mindful of proper, respectful attire – dress modestly.
3. No talking, maintain reverence in the presence of the Lord. If you need to talk to someone in the chapel, leave the chapel and hold your conversation outside. Adoration is a peaceful, private time for each adorer.
4. Never eat or drink in the chapel. Chewing gum or candy is not respectful either.

## Rules for Chapel Conduct

The following chapel rules are to be observed by all adorers:

1. Please remember to sign-in for your hour of adoration **at the beginning** of your assigned hour. This will let the adorer before you know that you are in the chapel and they are now at liberty to leave.
2. Check the sign-in sheet before you leave the chapel to make sure the person who is scheduled for the next hour is in the chapel before you leave.
  - If the person after your hour does not show up and **you choose** to be the substitute for the next hour, sign your name on the sign-in sheet and put the word “substitute” after your name. This will let the Hourly Coordinator know an unscheduled absence took place - they need to know this, so it doesn't happen to you again next week.
  - If you can't stay and both adorers scheduled after your hour do not come, then call the Division Leader, Head Coordinator, or Assistant Head Coordinator. Please progress thru all three phone numbers until you speak someone in person but also leave messages as you progress. The phone numbers of all these people are posted in the sign-in room on one of four sheets showing the adorers in each Division (on the right-hand side of each sheet).
3. Nothing is to be placed on the altar.
4. Spiritual reading material provided at the chapel is never to be removed.
5. No material of any kind is to be placed in the chapel unless authorized by the Head Coordinators.
6. Know the procedures for contacting a substitute or making emergency calls.
7. Please refrain from wearing perfume/cologne in the chapel.

**St. Francis Perpetual Eucharistic Adoration Chapel**  
Chapel entrance on east side of St. Francis Church (the door closest to 13<sup>th</sup> Street)  
1025 S. Union St., Traverse City, MI 49684