

Our Lady of the
Holy Spirit
Center
Adoration
Booklet

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Thank you for your commitment!

Peace and blessings, friend! We are pleased to welcome you as a volunteer Adorer to help us continue our 20 years of Perpetual Adoration at Our Lady of the Holy Spirit Center (OLHSC). We hope and pray that your time spent with our Lord in the Blessed Sacrament is fruitful and your association with us is long lasting.

As Catholics, we know that when Jesus fulfilled Scripture, He went way beyond what man could have imagined. He gave two perfect gifts to the human race- His own Body & Blood as food for our souls and his Blessed Mother as our own spiritual Mother. These two gifts are closely intertwined here at the Holy Spirit Center.

This center was the site of a series of Our Lady's visitations in the 1990's. The purpose of her visits was to call each and every one of us to renew our prayer lives and grow closer to her Son. Our Lady called the Center her "house". Isn't it fitting that Her Son, through the Blessed Sacrament, is always available to everyone in this special place?

The main coordinator of our Adoration Program is Keith Merz and his cell phone is (513) 254-4553 and his email is adorationolhsc@gmail.com. We also have Daily Adoration Coordinators for each day of the week. Your Daily Adoration Coordinator contact information is listed on the sign in sheet.

Please be sure that you have our Adoration booklet and the most current substitute list. We ask that you review these documents carefully prior to beginning your time as an Adorer to familiarize yourself with the rules and responsibilities of the program.

Booklets and sub lists can always be obtained online at our website <http://www.olhsc.org/4th/adoration/> and printed copies are usually available at the Adoration Sign-In desk as well.

Sincerely,

The Adoration Committee

Building Information

After hour entry to the Adoration Chapel

A unique 4 digit entry code will be issued to each committed Adorer who is scheduled **after** business hours.

OLHSC hours of operations are as follows:

- Weekdays 8am-8pm
- Saturdays 8am-3pm
- Closed Sundays
- Severe Weather closings-information can be found on OLHSC website and some local channel weather channels.

This code will operate the front main entrance door of the Center **only**. Do not share this code with other individuals for any reason.

During the Holidays we activate a general code in addition to the individual codes so that all scheduled Adorers can gain access do to the closed building. This code will be relayed to Adorers via email.

*******Please do not let other individuals in after hours of operation as we have had some issues with theft.***

Please only access the bathrooms and the Adoration Chapel. All other areas are closed during this time. Any breach of this rule will result in the Adorer's code being revoked.

Adoration Chapel Lighting and Thermostat Control

If you are alone in the Chapel alone and would like to adjust the lights, please do so to meet your needs. If there are other Adorers present, please do not change the lighting.

There is also an air conditioning unit in the chapel. Please do not touch the temperature controls for these units. If needed, you may open the door.

Bathroom Access

The nearest restroom to the Adoration Chapel is located in the main entrance on your right hand side as you enter the building.

There are additional restrooms located in the basement. For those unable to make the stairs, there is an elevator on the right hand side in the main hallway. To take the stairs, go out in the main hall and turn right, go 10 yards and take the stairs on the right hand side. The restrooms are located at the bottom of the stairs.

Chapel Conduct

Catholic doctrine teaches us that the Eucharistic Monstrance is the True Presence of Jesus Christ. To show respect for His Divine Presence, please do the following when in the Holy Spirit Adoration Chapel:

- Sign both in and out of the **Adoration Sign-In book** so we know that each hour had proper coverage. Please fill out the line completely.
- Be sure to obtain and openly display the **Adoration sash** so that all are aware you are the scheduled adorer. Please return the sash when you leave to the table or pass it to the incoming adorer if they don't have one.
- Genuflect upon entering and when leaving the chapel.
- Please maintain an austere reverence in the presence of our Lord.
- Keep talking to a minimum while in the chapel.
- Keep your cell phone with you in case you need to call for a substitute or in the case of an emergency- but put it on "silent". Do not answer incoming calls unless it is absolutely necessary. If you must answer and you are alone; please make your call short. If you are not alone; please step outside of the Chapel to take your call.
- No eating, drinking or chewing gum in the Chapel.
- Please dress respectfully in the chapel, as you are in the presence of God.
- Adoration is a private time for each Adorer. Please maintain a quiet and calm atmosphere.
- Your children are welcome at Adoration as long as they are quiet and occupied.

Adoration Substitution Procedure

Each Adorer is expected to obtain a substitute when he/she is unable to make their scheduled hour. This is particularly important for the Holy Spirit Center Adoration as many hours only have one adorer and it is a Church rule that the Blessed Sacrament never be left alone.

We need to ensure that all hours are covered promptly to reduce disruption to the next Adorer's schedule, as they will be compelled to stay if no one shows up for the following hour.

A Substitute Adorer list is provided to all adorers and if you have not gotten one recently, please go to the website <http://www.olhsc.org/4th/adoration/> and download a current copy or reach out to Keith Merz for a mailed or emailed copy. Please refer to this list to assist with finding a substitute for your Holy Hour.

Also, you may find you are able to work out an arrangement with the Adorer on the schedule before you and after you or with both of them sharing half of your hour. We would also suggest that if you use a substitute that is a regularly scheduled adorer that you offer to take their hour at some time in the future.

If you have been unable to find a substitute for your scheduled Holy Hour:

If you have tried unsuccessfully to obtain a substitute from the sub list, or in the case of an emergency, call the Adoration Coordinator responsible for your day and they can assist in finding a substitute for your hour. They are also the ones to call if there are issues with covering the hour before or after your hour (i.e. a consistent no-shows or late show). Their contact information is at the top of the Sign in Book at the stand on the left before entering the Chapel.

What if the next Adorer does not show for their Holy Hour?

Be sure to bring your phone to Holy Hour. There are Adorers that live very close to the Center who can sub last minute if they are available. Instructions on what to do if the next Adorer does not show and a list of names/phone numbers for these subs are on the Chapel door. While we all understand that emergencies happen, if no-shows or late shows happen consistently, please let the Daily Coordinator know so he/she can figure out a workable solution.

What if I need to quit my weekly Adoration hour?

Please let your daily Adoration Coordinator know as soon as possible with a minimum of 14 days' notice if at all possible. We would love to add you to the sub list!

How can I help the Holy Spirit Adoration program continue its success?

The Adoration Program here at the center is run completely by volunteers and there is much work that needs to be done that would employ a variety of skillsets. There are many ways you can help.

- **Can you be an Adoration Substitute?** We are always looking for more people to be substitutes to ensure 24/7 uninterrupted coverage.
- **Do you live close to the Center?** We are always looking for Adorers nearby that can be called in the case of a last minute no-show. We would add your name/phone number to a list on the Chapel door.
- **Are you interested in being an Adoration Coordinator?** While Adorers are responsible for obtaining their own subs, occasionally one may need help finding a substitute or we may need to find a permanent replacement for an adorer. We also need to call adorers with no computer access to notify them when the center must close due to weather issues. Ideally, the program requires one Adoration Coordinator for each day of the week.
- **Are you interested in becoming a member of the Adoration Committee?** This would involve quarterly meetings to address any hot topics for the Adoration Program.
- **Are you available to help promote our Perpetual Adoration?** We could use help with local outreach to educate others about the benefits of Eucharistic Adoration and how to get involved with our program. This may involve volunteering to speak at local parishes.
- **Are you able to assist with office work?** At times, we need help sorting items for mailings.
- **Special Events Coordination?** We would like some help planning special events to promote Adoration and our program.
- **Can you assist financially?** There are always opportunities for financial assistance at the Holy Spirit Center. For example, there are money boxes in the church for assistance with buying Adoration Chapel candles.

If you have any additional ideas on how you might help, please help let us know!

Contact the Holy Spirit Center by dropping in during operating hours at 5440 Moeller Ave, Cincinnati, OH 45212 or by calling (513) 351-9800 or by visiting our website at <http://www.olhsc.org>.