

Initial Set Up

First Friday Adoration is held in the main church each first Friday of the month from 9:00 PM Friday evening through 8:00 AM Saturday morning for Adorers that have pre-registered. Registering is required beforehand for security purposes.

You may sign up for First Friday Adoration by contacting **Margaret Jackson** at **765-894-2601** or **mjackson@mymetronet.net**. Anyone participating in this ministry will need both a cell phone and email capabilities for security reasons. After you have determined which hour you want assigned to you, you will be responsible for that hour every month.

Once you have scheduled your monthly hour, fill out a request for Key FOB form and send it to **Shannon Peycha** in the parish office for processing. You can obtain the form from the church website **www.stjoeleb.org** under the Prayer and Adoration ministry (under Worship) or contact Shannon at the parish office at **765-482-5558** or **speycha@stjoeleb.org**.

If you already have a Key FOB, contact Shannon Peycha to allow access for the First Friday Adoration ministry.

Please also go to the parish website **www.stjoeleb.org** and register for **Flocknotes** (blue box on Home page) and also subscribe for First Friday Adoration (under Worship) so you receive ongoing information including changes or cancellations.

Ongoing Procedures

For security purposes, only the far left church door under the bell tower may be accessed using your key FOB. Wave your key FOB over the black square located on the bricks to the left of the door. The light on the black square will change from red to green as it allows access to the church.

The Narthex will have a list of all adorers names and numbers and their specific hours. It will also have an emergency contact list in case of security issues. Please have your cell phone with you at all times.

When you are unable to make your scheduled hour please contact **Margaret Jackson at 765-894-2601**. A substitute will be found to cover your hour if no other adorer is already scheduled during that time.

Our goal is to get two or three people for each hour of adoration. This will help in times of emergency or when people oversleep.

Under no circumstances can we leave the Blessed Sacrament unattended. If you are unable to stay longer than your designated hour, do not sign up for First Friday Adoration. Also, restrooms will be available however there must be someone attending the Blessed Sacrament at all times.

Thank you for becoming an Adorer!!! Send questions to **Margaret Jackson at 765-894-2601** or **mjackson@mymetronet.net**.