

The Real Presence Association



Chapel Preparation

Checklist

1. Decide where to put your chapel and how you plan to decorate it (keep in mind easy access to restroom facilities and parking - especially for the handicapped).
2. Choose a Monstrance.
3. Choose a chapel name.
4. Install a telephone for emergencies.
5. Install a security lock or key door (to be used, for example, from 9pm to 6am).
6. Assign a chapel housekeeper (The Martha Ministry).
7. Assign a chapel maintenance person to be in charge of the flowers, plants, and candles.
8. Assign a chapel librarian - decide what literature to put in the chapel. You may or may not want to stamp your chapel literature with "Please Do Not Remove. Church Name". If you use the stamp, it is easy to pick out and discard unsolicited questionable material left in the chapel.
9. You may want to put a tray of inexpensive rosaries on the table for those who have forgotten to bring theirs or for those who have no rosary and may want one to take.
10. Prepare forms, lists and signs for the chapel and a place where you want to put them. (Remember to put in inexpensive pens and to replace them quickly when they run dry.)
 - Two Sign-in forms (Midnight to Noon and Noon to Midnight / 7 days a week)
 - Petition form

- Testimonial form
- Hour Coordinator/Division Leader/Head Coordinator list
- Sign-Up form
- Adorer Sign-In sign
- Vacant Hour – Adorer Needed sign
- Two Time Change signs (spring forward / fall back)
- No Unsolicited Material sign
- The Chapel Door Is Locked – 9pm to 6am sign
- The Chapel Is Closed For The Easter Triduum sign

11. Prepare and send PEA Chapel Opening announcements and flyers to the parish bulletin in your church and surrounding parishes and in public places (local newspapers, radio and TV stations) and interested organizations inside and outside the parish to invite people to come to the opening ceremonies and once there welcome them to sign-up as Adorers.