

## CHAPEL LOCATION AND SETUP WORKSHEETS

### Locate Space for a Chapel :

- 1.) **Based on Research and Church requirements, decide (come to consensus) on “what you need” and break it apart from what you’d “like to have”.**
- 2.) **Assign and empower subcommittees and retain the services of skilled parishioners who can properly assess options.**
- 3.) **All must be done in close coordination with your pastor.**
- 4.) **Carefully weigh the questions below before proceeding then come to a consensus.**

Here is a list of questions we considered based on our needs and experience :

- Can the current reservation chapel in or near the worship space be adapted to perpetual adoration so as not to be in the same space and visible during Mass and Sacraments? Can it be conducive to private and quiet meditation at all times?
- Is there a separate space in the Church building or buildings, but separated far enough so as not to be disturbed by parish worship and activities?
- How much space is needed for the number of adorers, and hours planned? What kind of space is needed (shape, adjacencies)?
- Is there parking? Is it off street or on street? Is it well lit?
- Is there easy and safe access day and night?
- Are there HVAC, electrical and plumbing systems available to connect to?
- Is there a bathroom facility available or accessible?
- Is there a way to give handicap access to the chapel, to the bathroom?
- What layout is desired (configuration)? Overall shape/size?
- Can there be a separate outside entrance to the chapel?
- How easily can the space selected be converted to a chapel? (Physical, electrical, HVAC, demolition and redesign)?
- Can we get the permits to demolish and build?
- Will the space be close enough to become a physical part of the parish campus and life?
- What will it cost to demolish the existing contents of the space and to build and furnish the new space?
- Where will we get the funding?
- Who will do the construction work and decorating?

### **Setup and Furnish a Chapel :**

- 1.) Based on research and Church requirements, identify by consensus, the list of “What You Need”, versus the list of “Like to Have’s”.**
- 2.) Choose a subcommittee, and identify key individuals in the parish community with the skills to help design and decorate in terms of walls, floors, windows, lighting, fixtures, etc.**
- 3.) All must be done in close coordination with your pastor.**
- 4.) Carefully consider the areas below and come to a consensus.**

Here is a list of items we considered based on our needs and experience :

- An outer separated hall or corridor with a place for sign-in and resources is important.
- A sign-in table with a clock, bulletin board, book of petitions, lamp & chair.
- A space shaped to easily set up adorers all in clear view (close proximity) of the Holy Sacrament.
- Easy access climate control which keeps adorers comfortable.
- Zone controllable lighting is extremely important and needs to be fitting for a quiet worship space.
- A hallway phone with long distance lock is needed for emergencies.
- Comfortable seating with kneelers to accommodate 20 to 24 adorers.
- A quiet prayer space is required (be mindful of adjacencies) outside noise, etc.
- Walls and décor must be conducive to adoration and fit in with the parish overall feel and in no way detract attention from the Most Blessed Sacrament.
- A fixed in place Monstrance is required for exposition in the wall or on a tower.
- A table or shelf nearby the monstrance for candles unless they are wall mounted.
- Security for the late night adorer is critical, pass-code access is needed.
- Well lit parking space day and night close by is important - good exterior lighting is critical.
- Good exterior and interior informative and directional signs is critical.
- A Chapel Name sign is very important.
- Establish a subcommittee to assure weekly cleaning and general upkeep.
- Backup supply of interior and exterior light bulbs should be on hand.
- Supply of sidewalk salt and a snow shovel should be made available in winter.

**CHAPEL RESEARCH COMMITTEE WORKSHEET**

CHAPEL VISITED: \_\_\_\_\_ DAY: \_\_\_\_\_ Date: \_\_\_\_\_

VISITED BY: \_\_\_\_\_ ADORERS PRESENT: \_\_\_\_\_

LOCATION Where vs Church	
ACCESS Easy, difficult, Stairs etc	
LIGHTING Type, controls?	
SEATING Type, Comfort, kneelers?	
CAPACITY How many adorers can sit?	
SIZE Approx shape and Sq Ft	
SILENCE Was it?	
TEMPERATURE Good, controllable?	
SIGN-IN SHEETS Clear, easy to find?	
FIXTURES Type, Monstrance? Candles, Altar?,	
LAYOUT Look and Feel (colors, ETC) Statuary, Art, Décor?	

<p>OVERALL COMMENTS _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
--