

APPENDIX B - SANCTUARY OF THE HOLY PRESENCE

The school chapel is traditionally regarded as the heart of SJI just as the school administrative office is seen to be its mind. At the very centre of the Sanctuary, in the tabernacle, is reserved the Blessed Sacrament, which to Catholics is the true and abiding presence of Jesus. The chapel is the one place in the school where both student and teacher stand equal in the sight of their Lord and Maker. We are urged to pray always and everywhere but the chapel becomes for us, as it were, the *Domus Dei* (the House of God), a focal point of prayer. It represents for us that sacred place set apart to honour God's presence. That is why it is named the Sanctuary of the Holy Presence.

1. **General Use**

- a. The Sanctuary is restricted to prayer and liturgical use and so the whole environment must be conducive to prayer and quiet.

2. **Rules on Proper Use**

- a. Behaviour in the Sanctuary should always be respectful. Ordinarily it is not the place for conversation or study. There should be no eating, drinking or playing of games. A reverent silence should prevail.
- b. The ambo is reserved for the proclamation of God's word (i.e. the reading of Scripture and preaching) and the other stand is for the use of the commentator (M.C.) or cantor (song leader).
- c. It is customary to bless ourselves with holy water (dip our right hand in the holy water stoup and make the Sign of the Cross) as we enter or leave the chapel.
- d. It is also customary to genuflect (kneel on the right knee) or bow in the direction of the Blessed Sacrament before occupying our place in the pew.
- e. A red vigil lamp is kept burning to remind us of the Lord's presence and usually a blue vigil lamp burns before Our Lady's shrine as a sign of continuous prayer especially during times like examinations.
- f. No one but the appointed sacristans or trained altar servers should handle the altar vessels or prepare the sound system for use. Volunteers are welcome and will be briefed as to what needs to be done.
- g. At the end of each service, all hymn books and/or prayer sheets should be returned to their proper place.

3. **Safety & Conduct**

- a. Safety precautions pertaining to the use of the power points and the sound system must be observed.
- b. No unauthorised person should feel at liberty to adjust the preset codes of the organ or sound system.
- c. The organ and piano should be covered when not in use.
- d. All power points, lights, fans, organ and sound system must be switched off immediately after use.
- e. No one but a Brother, the school Chaplain or a priest-celebrant may open the tabernacle.

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4. **Maintenance**

- a. The maintenance of the Sanctuary is primarily the responsibility of those who use it.
- b. Since it is a House of Prayer, no litter-bins are kept inside except in the sacristy. Therefore all litter should be brought outside for disposal.
- c. Report any damage or act of vandalism promptly to the office of the Vice-Principal or Facilities Manager.