

Advent Decorating for North Site

Pre-Advent details to consider at least 2 weeks before Advent begins

- Are the Advent candles still okay, do they need to be trimmed, or do new ones need to be ordered?
 - Check with Jenell
- Check Christmas decoration inventory
 - Are lights in working order? (Yes, we'll need new lights in 2009. Jim Pollex had considered purchasing LEDs after the 2008 Christmas holiday and/or asking for contributions to purchase them in 2009.)
 - Are decorations in need of repair or replacement?
- Order 36" wreath from youth for front door
 - Check with Jenell or Brenda
- Jeff will coordinate moving of banner stands and banners and the 'bowling alley' altar
- Melissa will talk with Bob about bells/chimes
- Milly will obtain tunic and shawl for Mary and Joseph. Leave in NS Sacristy closet.
- Get volunteers for
 - Decorating Christmas tree
 - Lighting candles at 10:30 service for each week of Advent
 - Acolyte will light for 8:30 service
 - Being the Holy Family
 - Have Lead Pastor ask someone from recent baptism class
 - Assisting the Holy Family to get into their tunics (tunics stored in NS Sacristy closet)

Week 1

- Remove altar cloth from altar, store in Sacristy
- Move altar off of platform to front of sanctuary (against windows)
- Replace altar with table (leave candles on table)
- Move cross to back of sanctuary or into Sacristy
- Remove banners from stands, store in Nursery closet
- Move empty banner stands to back of sanctuary
- Have Advent wreath and candles (on small table next to 'altar' table) (throughout Advent)
- Assign people/families to light candles for 10:30 service for each Sunday
 - Acolyte should light at 8:30 services
- Invite children up for message during lighting of Advent candle (throughout Advent)
- Set up stable and empty manger (throughout Advent)
 - Jim Pollex wants to do this. Just let him know when we want it done
 - Leave star off until Christmas Eve
- Play chimes to call people to worship (move announcements to follow first song or elsewhere in service) (throughout Advent)
- Sing favorite Advent songs with variations (men and women singing different

Advent Decorating for North Site

- verses, rounds, etc) (throughout Advent)
- Include worship space changes in bulletin and announcements
 - All bulletin announcements need to be into the church office by the Wednesday prior to the Sunday you want it printed
- Get volunteers for decorating this week and future weeks (particularly the tree and windows) from the Jean M / Time and Talent sheets
- Make sure that a 36" wreath has been ordered for the front of the church
 - Order from the youth sales
 - Will be hung during week 3

Week 2

- Add candles, red ribbons to window sills
 - leave greens off until wk 3 or they dry out before Christmas
- Add banners to banner stands, but leave at back of sanctuary
- Add wreath to main door of church whenever it arrives from the youth sales
 - This should have been ordered by Jenell or Brenda. Check on it.

Week 3

- Move altar back onto platform
- Remove table that took place of altar
- Move banners/stands up along left aisle or maybe across front, but in front of altar rather than behind
- Add greens around candles in window nooks
 - (2008) Jenell purchased 10 bundles of greens from Lowney's Landscape and placed them around the candles in the windows, also along the east sanctuary windows
- Add untrimmed tree(s)
 - Brenda informs Jenell as to when the tree will be delivered, Jenell calls a group of volunteers to help carry it in and set it up
 - (2008 – Jeff Picken, Wayne Luck, Paul Barth, Bruce Doerfler, Merlin Keller)
- Hang the 36" wreath on the existing 'nail' on the wall under the carport roof

Week 4

- Add altar clothes back to altar
- Move banners/stands behind altar to their 'normal' spot, or as appropriate relative to tree(s)
- Trim tree(s)
- Poinsettias arrive – need to be arranged along the platforms in front of the altar

Christmas Eve (4:00 PM and 7:00 PM)

- Swap out red ribbons on candles in windows for blue ribbons
- Place cloth on altar if we haven't done that already

Advent Decorating for North Site

- Have live Holy family process up to front during final song/hymn, move to manger at end and invite children up following service

Undecorating after Advent & Christmas Season

- The Christmas season lasts through January 5 or the Sunday just after that (12 days of Christmas go from Dec 25 through January 5. The church calendar then proceeds into Epiphany.)
- Jenell will remove the
 - decorations from the tree
 - the men's Friday morning men's ministry group helped to move the tree outside in 2009.
 - Paul Barth then moved it to the side of the road where the City of Appleton picked it up – Jenell will call the City of Appleton refuse office to request pick up
 - wreaths from the doors
 - candles and greens from the windows
- Poinsettias can be taken home by members after the last Christmas Eve worship service.
 - Remaining poinsettias will adorn the front of the sanctuary for one or two Sundays after Christmas, then an announcement can be made that anyone wanting a poinsettia is welcome to take one home.
- Jenell will contact Jim Pollex to take down the manger. He has agreed to do this each year.
- Jeff Picken will change banners as necessary for changing church seasons.