

## Advent Decorating for North Site

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

- Check Christmas decoration inventory
  - Are lights in working order?
  - Are the Advent candles for the wreath still okay, do they need to be trimmed, or do new ones need to be ordered?
  - Are the window candles still okay or do new ones need to be ordered?
  - Are decorations in need of repair or replacement?
- Jennifer Leahy and Pastor Mary will talk about bells/chimes
- Get volunteers for:
  - Decorating Christmas tree
  - Decorating windows (candles, greens)
  - Rearranging worship space (Jeff P generally takes charge of this)
    - Primarily moving altar platform, altar, chairs
    - See Week 1, etc for details
  - Lighting candles at 10:30 service for each week of Advent
  - Acolyte will light for 8:30 service

### Week 1

- Move Sanctuary after 10:30 Service the week before Advent begins
  - 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
  - Place small round table from sacristy with blue tablecloth, Advent wreath and candles next to 'altar' table on platform
  - Set up stable and empty manger (throughout Advent) -Leave star off until Christmas Eve (Jeff P and/or Zay L)
- 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)
- Play chimes to call people to worship (move announcements to follow first song or elsewhere in service) (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)

## Week 2

- Add candles, red ribbons to window sills - leave greens off until week 3 or they dry out before Christmas (if greens are purchased at all).
- Add banners to banner stands, but leave at back of sanctuary
- Add wreath to outside wall of church. The wreath is in the basement in the maintenance closet.

## Week 3

- Remove table that took place of altar
- Move altar back onto platform
- 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 (if greens are purchased)
- Add untrimmed tree(s)
  - A group of volunteers will be needed to help carry it in and set it up
  - Generally, this has been the Friday morning men's Bible study group (Derek Jones).

## Week 4

- Add altar clothes / paraments back to altar
- Move banners/stands behind altar to their 'normal' spot, or as appropriate
- Trim tree
- Poinsettias arrive (either before 4<sup>th</sup> week or only for Christmas Eve) – need to be arranged along the platforms in front of the altar
  - Leave room for children's choir to sand on altar platform

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

- Swap out red ribbons on candles in windows for blue ribbons
- Poinsettias can be taken home by members after the last Christmas Eve worship 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.)
- The tree will need to be taken out and moved to the side of the road
  - Friday morning men's ministry group generally helps with this
- Remove wreaths from the doors
- Remove candles and greens from the windows
- 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.
- Manger will need to be taken down. (Generally, Jeff P and/or Zay L)
- Change banners as necessary for changing church seasons. (Generally, Jeff Picken)
- Adjust sanctuary back to 'normal'. To allow for help, this can be done following the last service on January 5 or whenever Christmas season ends (see bullet 1 above)

Updated 2012

JML/JDP