

# CONCERT / CHRISTMAS EVE / TWELVE DAYS OF CHRISTMAS

Christmas decorations will remain in place until after the Epiphany evening service which officially ends the Christmas season. (Note: BLC did not hold an Epiphany service in 2006.)

**DATE:** Date of Christmas Concert, December 24 – January 6 Note: When Christmas falls late in the week, wait until after the 4<sup>th</sup> Sunday in Advent to change colors from blue to white. Check the color coded church calendar to be sure.

**LITURGICAL COLOR:** White

**DECORATIONS:** (Note: coordinate with Mona for times to decorate around Christmas Concert rehearsals and before the concert. It may work to put up the tree just after the adult choir rehearsal and recruit help from the members. Men who helped in 2006: Matt Dickerson, Roger Burrows, Mark Reynolds.)

- Assemble and **decorate tree** with lights and star (stored in the attic.) Place green cloth underneath for cover. Although there are many tree decorations in the attic, in 2006 only the lights were used (simple). Processional Cross, Baptismal Candle, & Flower Stand can be stored in the Columbarium for the Christmas season to make room.
- **Poinsettias.** Confirm that Judy will order from Joan Ades from the nursery next door. Carefully position on the pyramid racks (in family center – WHERE?) and milk crates (behind storage shed). Cover the milk crates with green cloth from attic. Keep clear of choir area – talk with Mona. Don't forget to water the poinsettias!
- **Communion rails** down for Christmas concert.
- Remove the decorative blue ribbon from the **Advent Candle Wreath** for Christmas Eve services. The wreath can remain in the Sanctuary until the Epiphany evening service. Check the oil in the candle.
- White **votive candles** cleaned and placed on the 2<sup>nd</sup> and 3<sup>rd</sup> window ledges in Sanctuary for Christmas Eve services and left until after the Epiphany evening service. Candles may be placed ahead of time, but left unlit until Christmas Eve. Check and replace candles between services. Prepare replacements ahead of time for easy changing.
- Locate **baskets and hand held candles** in the attic and clean. Check over candles (650) and secure in the holders and baskets for distribution on Christmas Eve: 400 for 9PM / 150 for 11PM. Also, may need 100 for Epiphany Evening service. This may be done ahead of time and filled baskets can be stored under the table in the Narthex until Christmas Eve. Church office can order more candles if needed.
- Blue **banner in Narthex** can be replaced with the small white banner for Christmas Eve.
- Change the **altar glass panels** from blue to white for Christmas Eve.
- **Nativity scene** to be placed in the entrance area under the Giving Tree for Christmas Eve services. This can be assembled early, placed on the table under the banner, and then moved for Christmas Eve. Keep wise men to the side / back until after Christmas. (When does this go away?)
- **Manger crèche** is placed on the top step in line with the altar for Christmas Eve through Epiphany evening service worship. Or this may already be in place if used for the Christmas Pageant with Mary and Joseph.
- **Luminaries** to be put outside on the walkways and Welcome Place for Christmas Eve. They need to be removed no later than the 26<sup>th</sup> to prevent vandalism to the lights. Check with the Property Committee. May decorate the Welcome Center with lights as well.
- **Chairs:** roll over two stacks of chairs (approximately 50) from the Family Center and place in the choir / conference room to use for the 9:00 Christmas Eve Service. Return to the Family Center after the 9PM Christmas Eve service.

- Property committee will place Advent / Christmas **mural** on the wall of the Family Center between the 3<sup>rd</sup> and 4<sup>th</sup> Sundays in Advent.
- Ask pastor about the use of the **torches** (stored in the columbarium).

## **AFTER CHRISTMAS: EPIPHANY OF OUR LORD & BAPTISM OF OUR LORD**

**DATE:** Epiphany of our Lord, Jan. 6; Baptism of our Lord, 1<sup>st</sup> Sunday after Epiphany

**LITURGICAL COLOR:** White

### **DECORATIONS:**

- Christmas decorations remain in place until after Epiphany Evening Services.
- Disassemble and remove Christmas tree and store in attic. White lights and star can be stored in the same box with the tree.
- Can leave greenery on the Advent Candle Wreath and store the candle wreath in the back of the banner closet. Empty the candles?? (Oil from candles can either be poured back into the oil container or dumped in the lawn – orders from someone higher up!)
- Remove votive candles from window sills in Sanctuary.
- Any leftover Poinsettias can be placed outside or in the dumpster.
- Baskets of candles can be checked over and stored in the attic.
- Banners can stay blue (Christmas).
- Altar glass panels remain white.
- Remove and store mural on Family Center wall (Property Committee).
- Nativity scene boxed and stored in attic.
- Manger crèche stored in attic.
- Check to see that luminaries have been removed.
- Processional Cross, Baptismal Candle, & Flower stand have been stored in the Columbarium for the Christmas season. Bring out carefully and put in place (when facing the altar): Cross to the left; Candle to the right; flower stand behind the offering plates.
- Welcome Center lights down (Property Committee).

## **SUNDAYS AFTER EPIPHANY**

**DATE:** Check on color coded Church Year Calendar.

**LITURGICAL COLOR:** Green

**DECORATIONS:**

- Altar glass panels to green.
- Banners can stay blue (Christmas season).

## **TRANSFIGURATION OF OUR LORD**

**DATE:** Sunday before Ash Wednesday

**LITURGICAL COLOR :** White

**DECORATIONS:**

- Altar glass panels to white.

# DECORATIONS FOR BETHLEHEM LUTHERAN CHURCH

## ASH WEDNESDAY, LENT, PALM SUNDAY, HOLY WEEK, EASTER - 2006

Note: Chancel rails will stay up from Ash Wednesday through Good Friday.  
Or, they may be removed for choir for Palm Sunday Service and left down.

**ASH WEDNESDAY:** Pastor will take care of evening service, including ashes for foreheads.

**COLOR:** Purple for altar glass.

**BANNERS:** White communion banner & Purple banner w/ 3 crosses; also, 2 small purple banners with white crosses to be hung on the left front wall behind the green plant.

**WREATH:** Grapevine wreath in attic to be decorated with purple ribbon and placed in the Narthex above the table across from the Giving Tree.

### SUNDAYS IN LENT

**COLOR:** Purple for altar glass.

**BANNERS:** White communion banner & Purple banner w/ 3 crosses. Plus, 2 small purple banners.

**GIVING TREE:** Women of BLC may put out World Hunger Boxes to be collected on Palm Sunday.

### PALM SUNDAY

**COLOR:** Continue with the color purple for altar glass.

**BANNERS:** White communion banner & Purple banner w/ 3 crosses. Plus, 2 small purple banners.

**PALM FRONDS:** Spiritual Formation Chair (Council member) will contact the family who donated the palm fronds last year. Dennis Astroth has picked up the fronds in his truck in the past years. Volunteers need gloves, buckets, scissors / shears. If we are unable to get fronds donated they can be ordered and delivered (see Pastor).

Needed: 10 or more Palm fronds

strips 4 or more fronds to be washed & trimmed into small strips for congregation to hold - buckets with clean palm go outside sanctuary doors

2 whole fronds are nailed to the back of altar post

2 whole fronds are hung above each of the back wall banners (tips towards door)

2 whole fronds are trimmed for acolytes to carry (trim ends so they are not sharp)

**MAUNDY THURSDAY** - Discuss this service with the Pastor.

**COLOR:** Black. During the service, a member may cover the altar and processional cross with black cloth (found in the attic).

**BANNERS:** White communion banner & Purple banner w/ 3 crosses.

**PITCHER / BASIN:** Pastor can discuss with Audrey Murphy who has loaned these in the past.

**ALTAR GUILD:** Remind to wear black / white for stripping / covering in black of altar.

**SPECIAL READERS:** 2 men / 2 women recruited – office reminds Altar Guild committee

**CROSS DRAPE:** Member may cover the processional cross if desired by Pastor.

### GOOD FRIDAY

**COLOR:** None – no altar glass.

**BANNERS:** ??? Should these be taken down???

**PALM FRONDS:** ??? When do these come down???. Saturday, before Easter?

**CROSS:** Pastor will consider whether or not to continue the use of the wooden cross stored in the SDG&E storage area (outside the door near the banner closet). In the past, members could “nail” their sins to the cross after writing them on an index card. Nails are in the attic and cards could be included in the bulletin.

**CANDLES:** Can use 7 blue votive candles and 1 white votive candle to represent the last words of Jesus. Blue candles can be put out one by one (leave the white one lit) as the readings occur.

### EASTER SUNDAY

**COLOR:** Gold for altar glass

**BANNERS:** White Alleluia Banner & Gold “He is Risen” Banner

**LILLIES:** Judy will order and take care of sign up sheet for members - confirm delivery time with her. Position lilies at the base of the cross on milk crates (found behind storage shed). Crates need to be cleaned and then stacked in a symmetrical design. Cover with green draping (found in attic) and secure with office clips as needed. Lillies can also be placed in the Narthex.

**CHAIRS:** Check to see if extra chairs will need to be brought over for the Narthex, front row, and back of church.

**WREATH:** Change from purple to white with decorations. Check with Elke Randau for this task.

**CROSS DRAPE:** White & Gold Special drape found in the attic. Jonathan has been willing to put this up in the past.

**BREAKFAST:** Youth will take care of this. Remember, they will need chairs as well.

### SUNDAYS AFTER EASTER

**COLOR:** White for altar glass.

**BANNERS:** White Alleluia Banner & Gold “He is Risen” Banner

**CROSS DRAPE:** Stays throughout Easter season.

## PENTECOST

**DATE:**

**LITURGICAL COLOR:** Red

**DECORATIONS:**

- Check with Judy re: ordering and delivery of red plants from next door for decorating. May have red sleeves or just leave in the green containers. Plants are “borrowed” for Sunday services – will need to be returned to the nursery. Plants can be placed at the front of the church and in the Narthex as desired.
- Remove large Cross Drape (ask Jonathan for help) and store in special box in attic.
- Find special red hangings for Pentecost in the Sacristy. They are stored in a special plastic box above the hanging closet and behind the sliding doors. Directions are in the box, but one goes on the altar and the other on the lectern. Red strips hang over the top.
- Dust and check oil in the torches – stored in the Columbarium. Put in the holders on the pews in the center aisle. Tie red ribbons (stored with the hangings) in a simple bow on the torches.
- Red cloth stored with the hangings can be ironed and used as a cover for the cupboard that holds the communion wafers and wine behind the altar.
- Prepare 7 red votive candles and place across the altar behind the hanging.
- Change altar glass to red.
- Hang red Pentecost banners (Holy Spirit and flames theme).
- Disassemble wreath in Narthex and store in plastic wrap in attic. Decorations go in a box marked “Easter decorations.” Replace with red banner.
- In the past there have been red balloons.

# HOLY TRINITY

**DATE:** Follows Pentecost Sunday

**LITURGICAL COLOR:** White

**DECORATIONS:**

- Remove red banners and change to “Alpha & Omega” & “Given for You.”
- Change altar glass to white.
- Make sure red plants have been returned to the nursery next door.
- Remove and store red hangings and votive candles.
- Remove and store torches (Columbarium) and ribbons (plastic box in Sacristy.)

# SUMMER SUNDAYS

**DATE:** June – October (Sunday after Holy Trinity - Reformation Sunday)

**LITURGICAL COLOR:** Green

**DECORATIONS:**

- Change Altar Glass to green.
- Leave banners as “Alpha & Omega” & “Given for You.”

# REFORMATION SUNDAY

**DATE:** Last Sunday in October.

**LITURGICAL COLOR:** Red

## **DECORATIONS:**

- **Replace one of the banners hanging in the back of the sanctuary with the *red banner with dove*.** The banners are kept in the closet in the back, left side of the sanctuary (when facing the front).
- **Place 7 red votive candles on the altar.** Candles are stored in the high cupboard across from the sink in the small room to the rear, right of the sanctuary. Make sure there is oil in each candle (there should be a bottle of oil on the sink or stored in nearby cupboards.) Note: extra candles and votives are stored in the cupboard under the sink.
- **Replace white glass altar panels with red panels.** Glass panels are stored in the rear, right room on the top shelf of the sliding door closet. They are wrapped in paper – open carefully as there are several colors stored together. To remove current panels, go behind the altar and pull out the magnet from the top of each panel while supporting it from behind so it doesn't fall back. Do this for each of the panels. Be sure to place the white panels in the paper where you have removed the red ones!
- **Check to see that the large white Baptismal Candle is placed to the right side, behind the altar, in front of the Columbarium.** It may be kept out all Sundays but lit only at Baptisms, Funerals and special church holidays. If it is not on display, it is kept in the Columbarium and should be brought out very carefully.

## **CONFIRMATION SERVICE**

**(Held on Reformation Sunday or Pentecost Sunday)**

**NOTE:** This service is led by the Youth Ministry.

## **DECORATIONS:**

- **Check with the Youth Director for any special needs.**
- **Set up Communion Rails if desired by Youth Director.** Communion rails are stored in the banner closet (back, left corner of sanctuary). They hang on the inside wall and stack on top of each other. The wire tool to lift up the covers in the floor is stored in the front, right Columbarium on a high shelf in the back. After removing the covers, they can be kept on this shelf with the tool until rails are taken down.

**PLEASE CONFIRM THAT THERE IS A VOLUNTEER AVAILABLE TO PUT THINGS BACK IN ORDER BEFORE THE NEXT SUNDAY!  
THANK YOU FOR YOUR SERVICE TO BETHLEHEM LUTHERAN CHURCH!!**

# ALL SAINTS SUNDAY

**DATE:** First Sunday in November.

**LITURGICAL COLOR:** White

**DECORATIONS:**

- Banners on back wall of Sanctuary may be “Alpha & Omega” & “Given for You.”
- No votive candles needed.
- Altar glass panels should be white.
- Baptismal Candle may be left out.

**NOTE:** No decorating is needed for All Saints Sunday. Please confirm that the items listed above have been changed back following Reformation Sunday.

## SUNDAYS IN NOVEMBER FOLLOWING ALL SAINTS SUNDAY

**DATE:** November

**LITURGICAL COLOR:** Green

**DECORATIONS:**

- Banners on back wall of Sanctuary may be “Alpha & Omega” & “Given for You.”
- No votive candles needed.
- Altar glass panels should be changed to GREEN.
- Baptismal Candle may be left out, but not lit during this season.

## CHRIST THE KING SUNDAY

**DATE:** November

**LITURGICAL COLOR:** White

**DECORATIONS:**

- Change Altar glass panels to WHITE.

## BLC SEASONAL DECORATING NEED TO KNOW INFORMATION

Banner closet – to the back left of the sanctuary when facing the altar

- Seasonal banners
- Communion Rails
- Advent Candle Wreath
- Extra rods for banners

Attic – pull down stairs outside of cry room / bathrooms

- Christmas decorations / tree
- Hand held candles for Christmas Eve and baskets
- Large grapevine wreath
- Box of assorted cloth
- Box of assorted ribbons

Sacristy

- Votive candles in wall cupboard and below the counter (red, blue, white, clear)
- Pentecost altar & lectern hangings (sliding door above hanging closet)
- Oil in wall cupboard
- Vacuum in back on the floor (right side)

Communion Rails – stored in banner closet

- straightened paper clip tool for removing floor covers stored on high shelf in back of columbarium (to the right of the altar when facing front of church)
- store the floor covers on the shelf in the columbarium when not in use

Columbarium – doors on either side of the altar

- left side can store the processional cross when not in use (Christmas)
- right side stores the torches
- right side stores the tools

Processional Cross

- left out most of the year, can be stored in the columbarium if needed

Narthex

- entryway
- one wall that needs “decorating” above the table opposite the giving tree

Keys

- decorators will need occasional access to the sacristy, storage sheds, office closet
- ask Judy for keys as needed

Storage Sheds

- back storage shed (south and back of Family Center) holds milk crates
- SDG&E shed (outside banner closet door) holds the cross for Good Friday

Hose / Water Key

- The hose for cleaning the palm fronds and the milk crates is found in back of the playhouse on the South side of the family center. The “key” to turn on the hose is found in the office closet in the tool box (looks like Mickey Mouse ears).