**Before Service:**

1. Arrive at church 1/2hour before service.
2. Check to see that collection-plates and attendance book are available. **At the 5:00 service** place a fresh glass of water on pulpit using the water from the water cooler (bubbler) in the office wing. Remove old glass at pulpit if still present

**Beginning of Service:**

1. Pass out bulletins and candles with holders. The New London FD will be present and asks that children under the age of 12 not handle lit candles, so keep this in mind as you distribute the candles. However, don’t be so rigid that if a parent or child insists on a candle, provide one. Seating at the Christmas Eve Services can be very tight, so encourage people to slide to the center and fill in spaces. At least 5 adults per pew and 6 individuals if a couple are children. Extra folding chairs will be available to set up as needed. **At the 5:00 service** the choir is not present, and those seats are available for general seating.
2. Ring church bell 5 or 7 times located in memorial garden as the pastor directs prior to his entering the sanctuary.
3. Seat late-comers during Welcome and Prelude or opening hymn - not during opening prayer or First Lesson or while the Advent Candles being lit.
4. Count the attendees and record in attendance book, include everyone including children, musicians, yourself, worship assistant, and pastor.

**At the Offering:**

1. Take offering at appropriate time of service where indicated and announced by pastor. Please Note: There is no sung Doxology at the Christmas Eve Services at the end of the collection.
2. Take offering to the front as the choir, musician or accompanist completes the special music played/presented while the offering is collected. Remain standing facing the Creche or the Communion Table, until pastor completes the prayer of dedication.
3. Bring collection plates to your seats after the prayer. **At the 5:00 service** take the offering to the work room in office wing and leave there with the door locked. Bring offering plates back to sanctuary. The 5:00 offering will be retrieved by the counter after the 7:00 service.

**Candle Lighting:**

1. As Pastor (and sometimes another person) lights the worship participants candles, gradually dim to “off” the main lights from the pulpit area to the rear at the choir and instrument area (round knob dimmer switches). Also turn out the lights illuminating the pulpit area **except for switch #3** which illuminates the cross and Poinsettia Tree (four numbered switches under the round dimmer switches). These lights remain off through the singing of *“Silent Night, Holy Night”* and the *“Christmas Benediction.”*
2. At the conclusion of the *“Christmas Benediction”* turn the lights back on as the accompanist begins to play *“Joy to the World.”*
3. As the participants leave, please stand by the doors with the baskets to collect the candles and holders.

**7:00 pm Communion Service:**

1. Watch the communion servers and if it appears a juice tray is about to become empty, retrieve the spare tray from the coatrack shelf in the Narthex. Be prepared to hand the spare tray off as needed and take the empty tray to the narthex.
2. Help Communion Servers remove, and discard used communion cups from pews after the service has ended.

**Conclusion of Each Service:**

1. Clean up pews - remove bulletins left behind and place in recycling box below the name tags or in the church office mailbox.
2. **After the 5:00** **service** re-fill water glass for 7:00 service.
3. **After the 7:00** **service** collect guest registration sheets from pew pads and place in Instruction Box in Sanctuary or take and place in the Office Manager’s basket outside her office. Remove used water glass from pulpit.
4. **After the 7:00** **service** collect the spare folding chairs and return them to the storage room chair rack in Foulkes Fellowship Hall. Turn off all lights and sound system in the Sanctuary. Check with Pastor to see if anything else needs attention.

Thank you for assisting with this year’s Christmas Eve worship services.

 *Created from Revised Usher Instructions: 12/18/2018*