

## Worship Team Meeting Summary October 27, 2015

### Decisions:

- Signage for Christmas Services: We would like to have a sign reflecting the “look and feel” of our updated signage; also we liked the welcoming wording on the older, brown sign. Wendi informed this morning that we need someone from Worship Team to take on ordering the new sign.  
**Action Items: Norma – are you able to coordinate updating the signage?**
- Are we holding a Christmas decorating day? No – per Norma. It was felt that last year it took too much effort to coordinate a lot of people. Norma’s committee will manage this. Same answer for Christmas un-decorating day.
- Will we have a Cantata Frittata? Yes. Patty will organize and we will want volunteers. It was felt by the group that this is a festive event and joins the feelings of a First Service atmosphere with the more formal Cantata. See further notes on the Cantata below.
- Will we provide Nursery Care for Christmas Eve 5:00 or 7:00 services? Jen Hoerber wasn’t in attendance.  
**Action Items: Jen – are you coordinating coverage and can you find out about needs?**
- Will we serve refreshments Christmas Eve? Yes. A lively discussion ensued. We want to be welcoming and festive.  
**Action Items: Laura** to reach out to the new “meal-prep” volunteers; **Malia** offered to put together mugs of cocoa/tea bags with ribbons for folks to take home after the 9:00pm service. Notice was made of the need for refreshment volunteers to be *cheerful, welcoming, and encouraging*. This is an outreach opportunity as there are lots of first-time visitors and potentially neighborhood folks on Christmas Eve.
- Actual FOOD for staff and volunteers was also requested – SOUP and BREAD on the stove throughout the day.  
**Action Items: We need to recruit volunteers for this. Who will follow-up? Laura will bring to staff.**
- Does the piano need tuning before Holiday services? **Allen and Jason** – please weigh in on this.
- Candles and paper disc drip protectors: **Patty** will order these (or is already in process of doing do).
- Advent Decorating
  - **Norma** showed us a truly beautiful banner and shared her suggestion of a simpler (what I would call more elegant) setting this year. Blue and purple color theme with white poinsettias. Much lively discussion ensued. We all walked to the sanctuary and thought it through. We think we can do a lovely copse of trees as well, per Jane Lee’s suggestion.

**Laura** was willing to part with her security blanket, the podium, to make room. It sounds like it will be beautiful.

- **Jane Lee** is ordering poinsettias and will coordinate with **Wendi** over eNews blurb for donations.
- **Norma** will fw-up with Lisa Brawn re: flower allergies but the general consensus is No Lilies!
- **Norma** also had a lovely idea of collecting crèches from families to display throughout the season. My understanding is this got a Big Thumbs Up.

**Action Items: Norma will pursue.**

- Advent Faire **Jen** noted she is in process of “figuring out the details and getting volunteers.” She is developing an Advent calendar for “faith-at-home” for church and preschool families. **Jen** asked if we would “want to have people put together a welcoming mug to be given out to visitors during Advent and Christmas Eve by our ushers and congregation members?” Perhaps this is something **Malia** could work on – by expanding her idea of the cocoa/tea mug. Other details are TBD. The **Worship Team** declared this is not their purview.

### Worship Service-Specific Notes

- All Saints I think we’re all set. Table is moved, **Patty** is handling candles, **Sabrina** is ringing bells, and I believe the idea is to invite communion servers the morning of – that has been expressed as how it works best. **Malia** is on top of that. Musicians know about music during communion but I don’t recall who particularly will be doing that. Which is fine.
- Advent Candle Lighting by Families **Jen** offered to help invite families to be involved in this. We can fw-up with Brad and staff offline as to who to invite/involve. It was generally agreed that **Brad** will write up the Advent readings, and coordinate any eNews blurb with **Wendi**. **Jen** is working on Worship Guides and having children’s art displayed on the covers. She’ll coordinate eNews blurbs and advertising with **Wendi**.
- Dec. 6 Communion Service **Robert Brawn** will play guitar during communion. 1<sup>st</sup> service folks will ensure he is “plugged in” for 2<sup>nd</sup> service as well.
- Cantata – December 20<sup>th</sup> --11:00 a.m. (one performance only) The musicians (string quartet and about 6 bell ringers) will be set up ahead of time so there will need to be some coordination with first service. A great deal of spirited discussion ensued.
- Blue Christmas – December 20<sup>th</sup> – 7:00 p.m. **Laura** is creating this service with **Shannon Hamrick** to help with liturgy and setting, and **Robert Brawn** will provide music guitar. It is aimed at folks for whom the holidays can be sad or difficult.
- Christmas Eve Services
  - Ushers / greeters Need to be recruited for all services. **Dave Plowman** was mentioned as the person we thought to be in charge of this. Can we confirm that?
  - Liturgists **Joe Lee** is coordinating all liturgists for Christmas Eve services, yes?
  - Sound Techs \*\*\*Who is coordinating sound tech services for Christmas Eve?

- **Preschool Communication Dorothy** will communicate to the Preschool about the services, in coordination with **Jen**.
- **Christmas Eve 5:00 Service Jen** is working with **Brad** to include children in the service itself. The **1<sup>st</sup> service Band** will play. **Jason Suchan** will play as well.
- **Christmas Eve 7:00 Service** Less is known about this, at least in my memory. More details TBD in coordination with Brad.
- **Christmas Eve 9:00 Service** Choir (or a subset thereof) will provide music. More details TBD in coordination with Brad.
- **Blessings of the Toys** The feeling was that we will ask for special music for this Sunday. First and Second service musicians have put in their time Christmas Eve and deserve this day off – **Laura’s** humble opinion.  
**Action Items:** Laura to fw-up with particular musicians if desired. We have plenty of talent!

Staffing the Holidays

Nov. 29 ADVENT -- FIRST SUNDAY	
Music	As per usual
Decorations	Norma Line and her committee
Clergy	Brad
Readers for the wreath	Jen and Brad are coordinating asking families
Liturgists	Joe Lee is coordinating; how many do we need?
Nursery Care	As per usual
Setup / Tear-down	Norma Line and her committee
Sound tech	As per usual?
Greeters / Ushers	?

Dec. 6 Communion Service	
--------------------------	--

Music	Robert Brawn will play during communion. 1st service folks will ensure he is plugged in for 2nd service as well.
Readers for the wreath	Jen and Brad are coordinating asking families

Any other coordination needed here?

Dec. 20 Cantata Fritatta	
Coordination	Patty F
Decorations	?
Clergy	Brad
Nursery Care	?
Setup / Tear-down	
Food prep	Patty Ferguson, Wendi Brick,
Kitchen Cleanup	
Anything else??	

Dec. 20 Dec. 20 1st Service Special Music	
Music	Something special per Patti
Decorations	?
Clergy	Brad
Liturgists	Joe Lee is coordinating; how many do we need?
Readers for the wreath	Jen and Brad are coordinating asking families
Nursery Care	As per usual
Setup / Tear-down	1 <sup>st</sup> service folks will take the drums away after first and then set up bell tables etc.; “We need to have extra hands on deck that know what they are doing to quickly remove and then setup. Roger and Nick are aware of this and we are looking into it. “ Per Patty F
Sound tech	Tom and Bev?
Greeters / Ushers	

Dec. 20 Cantata Service 11:00 A.M.	
Music	Choir!
Decorations	n/a?
Clergy	Brad, Laura?
Liturgists	Joe Lee is coordinating; how many do we need?
Nursery Care	<b>As per usual</b>
Setup / Tear-down	Need to coordinate 1st and 2nd service folks; also for Blue Christmas service later this evening

Sound tech	As per usual – anything special need to be arranged?
Greeters / Ushers	?
Food prep	
Kitchen Cleanup	
Anything else?	

**Dec. 20 Blue Christmas 7:00 p.m.**

Music	Robert Brawn
Decorations	Patty F., Shannon? Others?
Clergy	Laura, Shannon
Nursery Care	???
Setup / Tear-down	Laura, Shannon ... ?
Sound tech	All we need is mike support ...
Greeters / Ushers	??

**Dec. 24 Christmas Eve 5:00 Service**

Music	Jason Suchan
Decorations	“All will be candlelight and there will be an electric option for kids. Patty is handling this.”
Clergy	Brad
Liturgists	Joe Lee is coordinating; how many do we need?
Nursery Care	<b>Jen is coordinating</b>
Setup / Tear-down	?
Sound tech	Tom and Bev
Greeters / Ushers	?
Food prep	Sabrina -- for staff to have during set up during the day
	Who for refreshments?
	Malia and Sabrina for mugs; possibly others ...
Anything else?	
Kitchen Cleanup	<b>Needed? Or not until later?</b>

**Dec. 24 Christmas Eve 7:00 Service**

<b>Music</b>	Band
<b>Decorations</b>	? Needed?
<b>Clergy</b>	Brad -- ?
<b>Liturgists</b>	Joe Lee is coordinating; how many do we need?
<b>Nursery Care</b>	Jen is coordinating
<b>Setup / Tear-down</b>	? Needed?
<b>Sound tech</b>	Tom and Bev
<b>Greeters / Ushers</b>	?
<b>Food prep</b>	Needed for refreshments
<b>Kitchen Cleanup</b>	? Needed?
Anything else?	

**Dec. 24**

**Christmas Eve 9:00 Service:  
With Communion**

<b>Music</b>	Choir (or a subset)
<b>Decorations</b>	? Needed?
<b>Clergy</b>	Brad , Laura
<b>Liturgists</b>	Joe Lee is coordinating; how many do we need?
<b>Communion Coordinator</b>	Malia
<b>Nursery Care</b>	Not planned?
<b>Setup / Tear-down</b>	
<b>Sound tech</b>	Tom Blakeney
<b>Greeters / Ushers</b>	?
<b>Food prep</b>	
<b>Kitchen Cleanup</b>	
Anything else???	

**Dec. 29**

**Blessing of the Toys**

<b>Music</b>	Jason Suchan the Sainted
--------------	--------------------------

<b>Decorations</b>	?
<b>Clergy</b>	<b>Jen ☺</b>
<b>Liturgists</b>	Children?
<b>Nursery Care</b>	?
<b>Sound tech</b>	?
<b>Greeters / Ushers</b>	
<b>Food / Kitchen</b>	
<b>Anything else??</b>	