

# MCC Christmas Eve candlelight service – lighting and ushering logistics

## For Initial/Welcome Ushers and Light Controllers:

### Light and Ushering responsibilities -

#### Light switch locations

- A. Main sanctuary
  - a. Light switches are over the hymnal bookcase
- B. Choir loft
  - a. Three toggle switches in choir loft.
  - b. Side area switches are by each set of stairs.
- C. Chancel area
  - a. Switches are in the parlor by the Church St. side door. There are flood lights and spotlights for the cross and back wall, and side lights.
- D. Parlor lights
  - o Located outside of the parlor doors, next to the office entrance

#### Before the Musical Prelude (7:15 PM)

- Get large basket of small candles in drip prevention cups from sacristy cabinets.
- Make sure offering plates are on the front pew on the left.
- *Please do not put out white chairs unless they are needed. Try to fill the pews first.*

#### Lights before service (7:30 PM) – to turn off

- Parlor lights (location D above)
  - o Start by turning off at least two banks of the banks of lights at 7:15pm
  - o by 7:30 all the parlor lights are off
- choir loft chandelier and spotlight (location B.a. above)
- Sacristy (on wall outside of sacristy door)
- Music Room (on wall outside of music library door)
- Dim the sanctuary lights to about ½ (location A above)

#### Lights before service – leave on

- Hallway by parlor kitchen
- side lights in choir loft
- Dove window

**Give out bulletins and candles as people enter sanctuary.**

## Collector/Candlelight Ushers:

## During Service

- Count people during the service and record on the sheet in the kitchen

## **Offering**

- After the Anthem, Preacher will give the Call to Offering from the choir loft.
- During the Call to Offering, Collector/Ushers get up from their seats and go to the front. Get the plates from the left front pew.
- After the Call to Offering - Pass the plates among the pews while the choir sings.
- Gather at the back of the church. Wait for Preacher to get back to the front.
- During the “Doxology,” the Collector/Ushers bring forward the full plates.
- Hold plates while Preacher gives a blessing
- Give plates to Preacher who will place them back on the floor in front of the manger.
- Take your candles.
- Go stand to the side in front of the pulpit.
- **The “collector/ushers” turn into Candlelighters.**

## Candle lighting

### **While Preacher explains candle lighting logistics:**

- **Dim** lights in sanctuary fully
- **Turn off** lights in parlor and hallways
- **Turn off** chancel lights with the Church St. switches – the white light on the cross will remain lit
- **turn off** choir loft chandelier

### **After the pastor explains the logistics,**

- a candle will be lit off of the Advent wreath.
- Preacher will pass the flame to two Candlelighters
- Candlelighters proceed down the center aisle lighting the candles of the congregation. The pastor or another minister will light the candles for the choir.

After Silent Night ends, turn on some parlor lights and lights in hallway by parlor kitchen.