



## Worship Resource C13 Worship Folder Templates: Page-by-page Instructions

### TO THE PERSON LAYING OUT THE WORSHIP FOLDERS

#### Is the worship committee done?

In the C13 worship planning modules, we provided many options for the Advent and Christmas worship services. Obviously, before you can lay out those worship folders, you need to know what options were selected, i.e. who is singing what. Your pastor/worship committee might be using the worship folders exactly as they are laid out, or they might want to make changes. Please check with them before you begin. Have them give you a list of what is different from the C13 templates.

#### There are two types of files you can use.

We have provided three files for every worship service (seven services in all). Two are editable. One is not.

1. There is a PDF file of the worship folder as it looks for one church. This PDF cannot be edited. It is simply there as a style guide. It lets you see how the folder looks if you have the correct fonts. It provides examples of where you could put local information: your church logo and name, your pastor's contact information, etc. So it is simply a "model" of how you could lay out your worship folder. To view PDF files, you need Adobe Reader. Your computer may have had it installed already when you purchased it. If not, you can get Adobe Reader for free [HERE](#). It is a useful program, as PDF files are very commonly used.
2. There is a Microsoft Publisher file. If you have Microsoft Publisher, this file will look *exactly* like the PDF if you have the correct fonts. Microsoft Publisher is the easiest way to lay out worship folders. You can purchase it at Best Buy or on Amazon for about \$100. There are other, more powerful (and expensive) pieces of software for graphic design. But even for the computer novice, Publisher is pretty easy to learn. [You can find tutorial videos HERE.](#)
3. There is a Microsoft Word file. These can also be edited. It is not as flexible as Microsoft Publisher, not as easy to use when laying out documents with lots of graphics. However, Microsoft Word is a very common program.



## You are responsible to comply with copyright laws.

In many places in this worship folder, we have secured the rights for use to use the image files. This is primarily the case with files owned by Northwestern Publishing House. But in other cases, you will need to purchase music or art to be in compliance with copyright laws. In the page-by-page summary we tell you exactly what you need to do. If you do not purchase that music or artwork, you will need to delete it and use something else.

## Learn as you work.

We have provided a resources titled *12 Components of a Good Worship Folder*. Why not read through that before you begin laying out your church's worship folders? The C13 templates follow those 12 components as close as possible. Therefore, you will learn why those templates are laid out as they are.

## The fonts used in our worship folders are common ones.

The fonts used in the worship folder templates are all fairly common.

Six of the worship folder templates (all of them except *Christmas Eve: Lessons and Carols*) use Times New Roman and the Eras family.

Times New Roman will be available on every computer. It is either the font used for the lyrics in music image files, or very similar to what is used.

The Eras family is available on the following Microsoft products: Office 2000 Premium, Office 2007, Office 2007 Professional Edition, Office 2010, Office 97 Small Business Edition, Office 97 SR1, Office Professional Edition 2003, Publisher 2000, Publisher 2007, Publisher 97, Publisher 98.

If you do not have any of those, you can purchase Eras multiple places online, as well as Eras knock-offs. Or you can use a similar sans-serif font. Veranda, Trebuchet MS, and Tahoma are all similar to Eras. One of those will be on your computer. You would simply look at the PDF models and change every word that is in an Eras style font to one of those substitutes.

The *Christmas Eve: Lessons and Carols* worship folder template uses Perpetua, a more formal serif font than Times New Roman. It is also extremely common. If your computer wouldn't have it, you could substitute any serif font. Just use the PDF models to check that changing the font does not push text out of the text box.

## God bless your labors!

If this is your first time laying out worship folders then know that, like anything you do for the first time, it takes a little while to get the hang of it. But trust us, this isn't hard! Once you play around with either the Publisher or Word templates, you will quickly catch on.

Now, onto the page-by-page guides.

**Eras Demi  
Order of Service**

Veranda  
**Order of Service**

Tahoma  
**Order of Service**

Trebuchet MS  
**Order of Service**

## C13 WORSHIP FOLDER TEMPLATES: PAGE-BY-PAGE

### ————— The First Sunday in Advent —————

#### Cover

The artwork is from *Clipart for Year A* by Steve Erpsamer. [You can order the collection HERE](#). If you do not order this collection, you would need to delete this image and substitute something else.

An option we recommend for worship folder cover art is Paramentics. [You can find that website HERE](#). You can purchase worship folder cover art for a Sunday for \$2. The package for a Sunday will always contain one or two other images that pertain to the theme for that Sunday.

#### Page 2

This is the standard inside cover page used at Beautiful Savior Lutheran in Summerville, South Carolina. Adjust as you see fit. Note what this page all contains: their logo and name, a summary of their mission statement, a welcome message with information guests might need, and contact information for staff. This is good information to have here!

#### Page 3

This page gives the information for the Season of Advent, the worship series, and explains the theme for the day.

The picture of the Advent wreath is from *Clipart for Year A* by Steve Erpsamer. If you do not order this collection, you would need to delete this image.

#### Page 4

The artwork by the “Order of Service” is free for use.

The C13 worship planning module suggested using the Advent Gathering Rite *Awake, O Sleeper*. It is laid out for you beginning on page 4 and continuing through page 6. [The music can be ordered HERE](#). That music contains image files which can be reproduced. The music reads: “*Provided that sufficient performance copies have been purchased, the contents of the box may be reproduced for assembly use without further permission from the publisher. For all other uses, go to OneLicense.net.*” What is meant by “provided that sufficient performance copies have been purchased” is that you need to buy music for your musicians. So if you have a pianist and flautist and cantor, you will need to buy three copies of the music. If you have a 10 member choir sing the verses, you’ll need to buy copies for them. But as long as you have purchased enough copies for your “performers,” you can then reprint the music in your worship folder, as we have done here for you. You do not need any further permission.

If you pastor or worship committee elects *not* to use this gathering rite, you can delete these images out and substitute what they would prefer. A fine Advent choice would be the *Gathering Rite on the Word* from *Christian Worship Supplement*.

#### Page 5

See the notes for page 4 regarding the music. Note that this contains the penitential rite that comes with *Awake, O Sleeper*. It is not necessary to use the penitential rite with this gathering song. Adjust as your pastor/worship committee directs.

### **Page 6**

See the notes about music on page 4.

Note that this page contains this sentence after the absolution: *The Rite of Holy Baptism may take place here*. You need not insert anything here if there is a baptism. The pastor simply adapts the rite beginning on page 10 in *Christian Worship*. Or he can use baptismal elements found in *Christian Worship: Pastor's Companion*. Thus, you could print up this worship folder a month in advance, and if there would be a baptism it could be inserted without changing the worship folder.

### **Page 7**

The image of the man praying comes from *Clipart for Year A* by Steve Erspamer. If you do not order this collection, you would need to delete this image.

### **Page 8**

The image of the man beating a sword into a plowshare comes from *Clipart for Year A* by Steve Erspamer. If you do not order this collection, you would need to delete this image.

### **Page 9**

The song for the lighting of the Advent wreath comes from *Ritual Moments* by Paul Inwood. [You can order it HERE](#). Just like with the Advent Gathering song, so long as you have purchased enough copies of the music for your cantors and accompanists, you can reprint this music in your worship folder. No further permission or licensing is required.

### **Page 10**

The image of the man awaking from sleep comes from *Clipart for Year A* by Steve Erspamer. If you do not order this collection, you would need to delete this image.

### **Page 11**

The C13 worship planning module recommends using this *Gospel Acclamation for Advent* for your Verse of the Day. It is written by Andrew Wright. [You can order the music HERE](#). Note that it lets you order digital downloads of the music. You need to order as many copies as you need for your performers.

With this piece, which is distributed by OCP.org, you also need to obtain permission to reprint the music in the worship folder. (If you would opt to have a cantor or choir sing the Verse of the Day, you can just put in the text without any music. Then you do not need any further permission.) OCP has their own copyright company, called *Licensing*. [You can find it HERE](#). You can order an annual license which would give you permission to put all OCP music in your worship folder for one year. It would cost about \$170. However, you can also order single-song license that would let you use *just* this song for four Sundays.

### **Page 12**

Nothing to note.

### **Page 13**

*Savior of the Nations Come* is a hymn in public domain. Therefore, you could take notation software like *Finale* and create your own image file. Northwestern Publishing House has allowed the C13 program to use the image files for public domain hymns from their digital edition of *Christian Worship*. We thank them! Therefore, you can use this hymn image for free.

If your pastor so desires, he can have you insert his sermon theme.

### **Page 14**

Sometimes churches will note in the worship folder that guests need not feel obligated to participate in the thank offering. The C13 templates do that for special services, like Christmas Eve, but not for your normal Sunday service.

Otherwise, there is nothing to note on this page.

### **Page 15**

Some churches like to insert a responsive Prayer of the Church. For the C13 templates for Advent, we have not done that. The pastor has options for Prayers of the Church in *Christian Worship: Altar Book*.

### **Page 16**

The image file of the hands holding cup and bread is free for use.

Note that in the announcement about close communion, it contains the name of the church — “Beautiful Savior” — used for the C13 worship folder template models. You will need to change that name. Or perhaps your congregation uses a different announcement. You could insert that there.

### **Page 17**

The *Holy, Holy, Holy (Sanctus)* is from Divine Service I in *Christian Worship Supplement*. The image comes from “electronic pew edition” (the digital version) of the Supplement. If you own the music ([which you can order HERE](#)), NPH has given permission to use that image, even if you don’t own the electronic pew edition. This applies only to the C13 worship folders! If you want to start using worship folders regularly, you would need to purchase *Christian Worship: Electronic Pew Edition*.

### **Page 18**

The image of Jesus celebrating the Lord’s Supper is from *Clipart for Year A* by Steve Erspamer. If you do not order this collection, you would need to delete this image.

## **Page 19**

The *O Christ, Lamb of God (Agnus Dei)* is from Divine Service I in *Christian Worship Supplement*. The image comes from “electronic pew edition” (the digital version) of the Supplement. If you own the music ([which you can order HERE](#)), NPH has given permission to use that image, even if you don’t own the electronic pew edition. This applies only to the C13 worship folders! If you want to start using worship folders regularly, you would need to purchase *Christian Worship: Electronic Pew Edition*.

## **Page 20**

*The King Shall Come* is in public domain. Northwestern Publishing House has granted us permission to use the image file from *Christian Worship: Electronic Pew Edition*.

## **Page 21**

*Jesus, Your Church with Longing Eyes* is in public domain. Northwestern Publishing House has granted us permission to use the image file from *Christian Worship: Electronic Pew Edition*.

## **Page 22**

There is nothing to note here except for the fact that this page illustrates how to “fill the page.” It breaks the prayer and the benediction at natural places that allow for it to fill the space, as well as making it more readable than a wide block paragraph.

## **Page 23**

*Hark the Glad Sound! The Savior Comes* is in public domain. Northwestern Publishing House has granted us permission to use the image file from *Christian Worship: Electronic Pew Edition*.

## **Page 24 (back cover)**

Here is where you list the copyright information for the songs. For this worship folder, the only license would be for the Gospel Acclamation on page 11. For all the others, you would simply list “used by permission,” because the purchase of the music gave you just that — permission to reprint it in worship folders.

## ————— The Second Sunday in Advent —————

Note that for these subsequent Sundays in Advent, we will *only* list pages where there is new information. If a page is not listed, then see the notes for that page for the First Sunday in Advent.

Also note that in our templates, only the first Sunday in Advent contains the order for Holy Communion. We are recommending beginning this important season with the Lord's Supper. After that, you can cut and paste the pages for Holy Communion into the other worship folders according to your congregation's normal custom: weekly, bi-weekly, etc. For distribution hymns, you would either need to direct people to the hymnal or you would need to purchase your own version of *Christian Worship: Electronic Pew Edition*.

### **Cover**

The cover artwork is from *Clipart for Year C* by Steve Erspamer. [You can order the collection HERE](#). If you do not order this collection, you would need to delete this image and substitute something else.

An option we recommend for worship folder cover art is Paramentics. [You can find that website HERE](#). You can purchase worship folder cover art for a Sunday for \$2. The package for a Sunday will always contain one or two other images that pertain to the theme for that Sunday.

### **Page 7**

The image of the man carrying a lamp is from *Clipart for Year A* by Steve Erspamer. [You can order the collection HERE](#). If you do not order this collection, you would need to delete this image and substitute something else.

### **Page 8**

The image of the shoot coming up from the stump of Jesse is from *Clipart for Year B* by Steve Erspamer. [You can order the collection HERE](#). If you do not order this collection, you would need to delete this image and substitute something else.

### **Page 9**

You will note that we are only including the lyrics for the verses of that Sunday, whereas the music in the book *Ritual Moments* contains all four verses every Sunday. We have permission to adjust the verses this way, and have done it for you. So if you purchase the book, you can use this graphic.

### **Page 10**

The only thing to note here is that this page illustrates that sometimes it is impossible to follow those *12 Components of a Good Worship Folder* perfectly. On this page, the verse from the Verse of the Day is separated from the Alleluias. That is not ideal. However, remember that worship folder pages are always groups of four. So if we inserted a blank page to place the Verse of the Day on its own page, we would have *three additional* pages. And there is nowhere else in the worship folder they would be needed.

**Page 12**

*On Jordan's Bank the Baptist's Cry* is a hymn in public domain. Northwestern Publishing House has granted us permission to use the image file from *Christian Worship: Electronic Pew Edition*.

If your pastor so desires, he can have you insert his sermon theme.

**Page 14**

*O Lord, How Shall I Meet You* is a hymn in public domain. Northwestern Publishing House has granted us permission to use the image file from *Christian Worship: Electronic Pew Edition*.

## ————— The Third Sunday in Advent —————

Note that for these subsequent Sundays in Advent, we will *only* list pages where there is new information. If a page isn't listed, then see the notes for that page from the First Sunday in Advent.

Also note that in our templates, only the first Sunday in Advent contains the order for Holy Communion. We are recommending beginning this important season with the Lord's Supper. After that, you can cut and paste the pages for Holy Communion into the other worship folders according to your congregation's normal custom: weekly, bi-weekly, etc.

### **Cover**

The cover artwork is from *Clipart for Year A* by Steve Erspamer. [You can order the collection HERE](#). If you do not order this collection, you would need to delete this image and substitute something else.

An option we recommend for worship folder cover art is Paramentics. [You can find that website HERE](#). You can purchase worship folder cover art for a Sunday for \$2. The package for a Sunday will always contain one or two other images that pertain to the theme for that Sunday.

### **Page 9**

The image of the patient farmer is from *Clipart for Year A* by Steve Erspamer. If you do not order this collection, you would need to delete this image and substitute something else.

### **Page 12**

*Arise, O Christian People* is a hymn in public domain. Northwestern Publishing House has allowed the C13 program to use the image files for public domain hymns from *Christian Worship: Electronic Pew Edition*. We thank them!

### **Page 13**

If your pastor so desires, he can have you insert his sermon theme.

### **Page 14**

*Hosanna to the Coming Lord* is a hymn in public domain. Northwestern Publishing House has allowed the C13 program to use the image files for public domain hymns from *Christian Worship: Electronic Pew Edition*. We thank them!

## ————— The Fourth Sunday in Advent —————

Note that for these subsequent Sundays in Advent, we will *only* list pages where there is new information. If a page isn't listed, then see the notes for that page from the First Sunday in Advent.

Also note that in our templates, only the first Sunday in Advent contains the order for Holy Communion. We are recommending beginning this important season with the Lord's Supper. After that, you can cut and paste the pages for Holy Communion into the other worship folders according to your congregation's normal custom: weekly, bi-weekly, etc.

### **Cover**

The cover artwork is from *Clipart for Year A* by Steve Erspamer. [You can order the collection HERE](#). If you do not order this collection, you would need to delete this image and substitute something else.

An option we recommend for worship folder cover art is Paramentics. [You can find that website HERE](#). You can purchase worship folder cover art for a Sunday for \$2. The package for a Sunday will always contain one or two other images that pertain to the theme for that Sunday.

### **Page 11**

The image of the angel speaking to Joseph in his dream is from *Clipart for Year A* by Steve Erspamer. If you do not order this collection, you would need to delete this image and substitute something else.

### **Page 12**

*Oh, Come, Oh, Come, Emmanuel* is a hymn in public domain. Northwestern Publishing House has allowed the C13 program to use the image files for public domain hymns from *Christian Worship: Electronic Pew Edition*. We thank them!

### **Page 13**

If your pastor so desires, he can have you insert his sermon theme.

### **Page 14**

The image of the people preparing for Christmas is from *Clipart for Year A* by Steve Erspamer. If you do not order this collection, you would need to delete this image and substitute something else.

### **Page 5**

*Jesus Came, the Heavens Adoring* is a hymn in public domain. Northwestern Publishing House has allowed the C13 program to use the image files for public domain hymns from *Christian Worship: Electronic Pew Edition*. We thank them!

## ————— Christmas Eve: The Straight Service —————

We have offered two templates for Christmas Eve worship folders. This service is the more traditional type of worship service, with three lessons and a normal length sermon. It could be used by itself, or as the early service on Christmas Eve. (*Lessons & Carols* would be the later service, done by candlelight.)

### **Cover**

The cover artwork is art we have secured the rights to as part of the C13 program. You can use it freely.

### **Page 2**

This is the standard inside cover page used at Beautiful Savior Lutheran in Summerville, South Carolina. Adjust as you see fit. But note what this page all contains: their logo and name, a summary of their mission statement, a welcome message with information guests might need, and contact information for staff.

### **Page 3**

This page gives the information about the theme for Christmas Eve: *Born To Save Us*. It also explains a bit about the season of Christmas and lists upcoming worship services. Again, adjust to fit your church.

The picture of the manger is from *Clipart for Year A* by Steve Erpsamer. If you do not order this collection, you would need to delete this image.

### **Page 4**

We have suggested a simple responsive reading as a “call to worship.” Another possibility is to use the sung antiphonal beginning from Evening Prayer on pages 52 and 53 of *Christian Worship*. The evening prayer on page 53 would end, and the introduction for *Oh, Come, All Ye Faithful* would begin. Note, however, that visitors would not know how to chant that sung beginning from Evening Prayer.

### **Page 5**

*Oh, Come, All Ye Faithful* is a hymn in public domain. Northwestern Publishing House has allowed the C13 program to use the image files for public domain hymns from *Christian Worship: Electronic Pew Edition*. We thank them!

### **Page 6**

The picture of the angels is from *Clipart for Year B* by Steve Erpsamer. If you do not order this collection, you would need to delete this image.

### **Page 7**

*Angels We Have Heard on High* is a hymn in public domain. Northwestern Publishing House has allowed the C13 program to use the image files for public domain hymns from *Christian Worship: Electronic Pew Edition*. We thank them!

## Page 8

The picture of the Mary, Joseph, and Jesus is from *Clipart for Year B* by Steve Erpsamer. If you do not order this collection, you would need to delete this image.

## Page 9

Nothing to note here.

## Page 10

The version of Psalm 96, the traditional Psalm of the Day for Christmas Eve, is a setting by Francis Patrick O'Brien. [You can order it HERE](#). As long as you purchase enough pieces of music for your musicians and cantor/choir, you can reprint what you find in this template without any additional permission. Of course, there is the option of swapping this out for another version of Psalm 96, including the one found in *Christian Worship*.

## Page 11

The picture of the angels is from *Clipart for Year C* by Steve Erpsamer. If you do not order this collection, you would need to delete this image.

## Page 12

*To Thee My Heart I Offer* is in public domain.

The picture of the shepherd visiting the manger is from *Clipart for Year C* by Steve Erpsamer. If you do not order this collection, you would need to delete this image.

## Pages 14 and 15

*From Heaven Above to Earth I Come* is in public domain.

This gives you an example of your options when laying out a hymn. As a general rule, you want to always include musical notation when something is to be sung. It would be hard with this hymn, because of the way it is being sung: by cantors, choir, men some verses, women some verses, all some verses. And so we have provided the melody line by itself, much like *Christian Worship* does with psalm tones. But the lyrics are set apart. You can do this with hymns were the melody is as simple as this one.

## Page 16

Change “Sermon Theme” to the actual theme provided by your pastor.

The picture of the angel blowing a trumpet is from *Clipart for Year C* by Steve Erpsamer. If you do not order this collection, you would need to delete this image.

*Let All Together Praise Our God* is in public domain. Northwestern Publishing House has allowed the C13 program to use the image files for public domain hymns from *Christian Worship: Electronic Pew Edition*. We thank them!

**Page 17**

Nothing to note.

**Page 18**

The picture of the evergreen is from *Clipart for Year B* by Steve Erpsamer. If you do not order this collection, you would need to delete this image.

**Page 19**

*Now Sing We, Now Rejoice* is in public domain. Northwestern Publishing House has allowed the C13 program to use the image files for public domain hymns from *Christian Worship: Electronic Pew Edition*. We thank them!

**Page 20**

Here is where you would list the copyright information. Nothing in this template would require you to purchase an annual license. You would only need to purchase adequate amounts of the music for your “performers”: musicians, choir, cantors, etc. On this back page, you would list the music and note that it was “used by permission.”

## ————— Christmas Eve: Lessons & Carols —————

We have offered two templates for Christmas Eve worship folders. This service is simply a series of lessons and Christmas carols. It is based on a service first used on Christmas Eve in 1918 at King's College in Cambridge, England. The last lesson allows the pastor to give a sermonette. This service could be used by itself or as the later service on Christmas Eve.

You will note that this service is one of the easiest to use from a copyright standpoint. Because the Christmas carols tend to be old classics, the texts are now in public domain. There is only one carol in this template that has copyrighted lyrics: *Night of Silence*. We have obtained a single-use permission to use that widely in our synod.

Therefore, if you wanted to do this worship folder “on the cheap,” you would delete the clipart on the pages. Everything else, including the cover art, would be free to use.

You will note that this worship folder contains no musical notation. As a general rule you *always* want to provide the musical notation whenever the congregations sings. Christmas music may be the exception to the rule, since it is so well known. We have used the space instead to provide a summary of the history of every carol, something we think prospects and members alike might enjoy.

While this is a simple service to use from a copyright perspective, it is the most challenging to print. We have laid it out on ledger sized paper (11 inches by 17 inches). When folded in half, ledger sized paper produces pages that are 8 1/2 inches wide and 11 inches tall. This allows us to use a bigger font, probably a necessity if you are doing a candlelight service where the light will be much dimmer than normal. Most Xerox machines will let you print on ledger sized paper. You may have to use the bypass tray. And unless you have a high-end machine, your copier will not duplex (print on both sides automatically). Instead, you will have to print one side, then reload that paper and print the other side.

We recommend using a cardstock for the outside page. Again, most Xerox machines can handle cardstock when it goes through the bypass tray. This gives the folder a rigidity in the hand, as well as making it appear more formal. The end result is you will have a very beautiful, keepsake worship folder to give to your members and guests.

If your church does not have a Xerox machine capable of handling ledger sized paper, there is the option of taking it to a printer. If they print it in grayscale, it shouldn't be too costly.

The final option is to reformat the entire worship folder down to a legal sized piece of paper. In Microsoft Publisher, this is not difficult. You will need to resize the fonts, making them smaller) to get the text to fit.

Here is a page-by-page walk-through of this worship folder template.

### **Cover**

The cover artwork is art we have secured the rights to as part of the C13 program. You can use it freely.

## **Page 2**

This page is where you would list your church's basic information (name and logo). You also can have a welcome message for the guests here, as well as providing them with any pertinent information they might need.

The picture of the word "Christmas" is from *Clipart for Year C* by Steve Erpsamer. If you do not order this collection, you would need to delete this image.

## **Page 3**

This page gives the information about the theme for Christmas Eve: *Born To Save Us*. It also explains a bit about the season of Christmas and lists upcoming worship services. Again, adjust to fit your church.

The picture of the candles and flowers is from *Clipart for Year A* by Steve Erpsamer. If you do not order this collection, you would need to delete this image.

## **Page 4**

The picture of a city is from *Clipart for Year A* by Steve Erpsamer. If you do not order this collection, you would need to delete this image.

## **Page 5**

Nothing to note.

## **Page 6**

The picture of Adam and Eve is from *Clipart for Year B* by Steve Erpsamer. If you do not order this collection, you would need to delete this image.

## **Page 7**

The picture of the nativity is from *Clipart for Year B* by Steve Erpsamer. If you do not order this collection, you would need to delete this image.

## **Page 8**

The picture of the Abraham and Isaac is from *Clipart for Year B* by Steve Erpsamer. If you do not order this collection, you would need to delete this image.

## **Page 9**

The picture of the Alpha and Omega is from *Clipart for Year A* by Steve Erpsamer. If you do not order this collection, you would need to delete this image.

## **Page 10**

The picture of the Christ child is from *Clipart for Year C* by Steve Erpsamer. If you do not order this collection, you would need to delete this image.

**Page 11**

The picture of the angel is from *Clipart for Year C* by Steve Erpsamer. If you do not order this collection, you would need to delete this image.

**Page 12**

The picture of the shepherd is from *Clipart for Year A* by Steve Erpsamer. If you do not order this collection, you would need to delete this image.

**Page 13**

Nothing to note.

**Page 14**

Nothing to note.

**Page 15**

The picture of the nativity is from *Clipart for Year A* by Steve Erpsamer. If you do not order this collection, you would need to delete this image.

**Page 16**

Nothing to note.

**Page 17**

The picture of the nativity is from *Clipart for Year C* by Steve Erpsamer. If you do not order this collection, you would need to delete this image.

**Page 19**

The picture of the gold, frankincense, and myrrh is from *Clipart for Year A* by Steve Erpsamer. If you do not order this collection, you would need to delete this image.

**Page 20**

The picture of the children with candles is from *Clipart for Year A* by Steve Erpsamer. If you do not order this collection, you would need to delete this image.

**Page 21**

The lyrics of *Night of Silence* are copyrighted. However, we have obtained a single use license for this song. The lyrics for *Silent Night* are in public domain. Therefore you can use this page without any additional permission.

## **Page 22**

The picture of the singing children is from *Clipart for Year C* by Steve Erpsamer. If you do not order this collection, you would need to delete this image.

You note that you have a place to list the participants of the worship service.

The necessary copyright information is listed at the bottom of the page. If you would *not* use *Night of Silence* you could delete that part. If you would *not* use the clipart, you could delete that part.

## **Page 23**

Obviously, you need to adjust this page to fit your church's worship schedule. We have suggest possible themes for the coming Sundays. Note that we have Epiphany being observed on Sunday January 5 instead of Monday, January 6.

All three images — the nativity, Joseph taking his family to Egypt, the Magi presenting their gifts — come from *Clipart for Year A* by Steve Erpsamer. If you do not order this collection, you would need to delete these images.

## **Page 24**

For a keepsake worship folder, you want the back cover to be as clean as possible. We have suggested just the church logo and website as an option.

## ————— Christmas Day: The Festival of the Nativity —————

This worship folder is very similar to the ones for the Sundays in Advent.

You will notice we have very little artwork in this worship folder template. We wanted to provide one sample of that. You can use it like that. Or, if you prefer and have ordered the clip art collections we have recommended previously, you can insert artwork as you see fit.

### **Cover**

The picture of the singing children is from *Clipart for Year A* by Steve Erpsamer. If you do not order this collection, you would need to delete this image.

Another option for the cover would be to use the *Born to Save Us* image from the Christmas Eve worship folder template cover. Just copy and paste it. You are free to use that image for any C13 related purpose.

### **Page 2**

This is the standard inside cover page used at Beautiful Savior Lutheran in Summerville, South Carolina. Adjust as you see fit. Note what this page all contains: their logo and name, a summary of their mission statement, a welcome message with information guests might need, and contact information for staff. This is good information to have here!

### **Page 3**

This page gives the information for the Season of Christmas and explains the history of the Festival of the Nativity.

The picture of the word “Christmas” is from *Clipart for Year C* by Steve Erpsamer. If you do not order this collection, you would need to delete this image.

### **Page 4**

The pictures of the angles bracketing “Order of Service” may be used for free.

*When Christmas Morn is Dawning* is a hymn in public domain. Northwestern Publishing House has allowed the C13 program to use the image files for public domain hymns from *Christian Worship: Electronic Pew Edition*. We thank them!

### **Page 5**

Nothing to note here.

### **Page 6**

Nothing to note here.

### **Page 7**

As long as your church has purchased enough copies of the music for your musicians/choir, you can reprint this music in as many worship folders as you need. No additional permission is required.

**Page 8**

Nothing to note here.

**Page 9**

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**Page 10**

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**Page 11**

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**Page 12**

Nothing to note here.

**Page 13**

*Joy to the World* is a hymn in public domain. Northwestern Publishing House has allowed the C13 program to use the image files for public domain hymns from *Christian Worship: Electronic Pew Edition*. We thank them!

**Page 14**

You can insert the sermon theme if desired.

**Page 15**

Nothing to note here.

**Page 16**

The picture of the hands holding the chalice and wafer may be used freely.

**Page 17**

The *Holy, Holy, Holy (Sanctus)* is from Divine Service I in *Christian Worship Supplement*. The image comes from “electronic pew edition” (the digital version) of the Supplement. If you own the music ([which you can order HERE](#)), NPH has given permission to use that image, even if you don’t own the electronic pew edition. This applies only to the C13 worship folders! If you want to start using worship folders regularly, you would need to purchase *Christian Worship: Electronic Pew Edition*.

## Page 18

We will simply highlight that this is an example of “filling the space” of a page which has lots of white space. By arranging the text in this unusual way, it makes it eminently readable and draws attention to the words Christ’s spoke.

## Page 19

The *O Christ, Lamb of God (Agnus Dei)* is from Divine Service I in *Christian Worship Supplement*. The image comes from “electronic pew edition” (the digital version) of the Supplement. If you own the music ([which you can order HERE](#)), NPH has given permission to use that image, even if you don’t own the electronic pew edition. This applies only to the C13 worship folders! If you want to start using worship folders regularly, you would need to purchase *Christian Worship: Electronic Pew Edition*.

## Page 20

*See in Yonder Manger Low* is a hymn in public domain. Northwestern Publishing House has allowed the C13 program to use the image files for public domain hymns from *Christian Worship: Electronic Pew Edition*. We thank them!

## Page 21

*Come, Your Hearts and Voices Raising* is a hymn in public domain. Northwestern Publishing House has allowed the C13 program to use the image files for public domain hymns from *Christian Worship: Electronic Pew Edition*. We thank them!

## Page 22

Nothing to note here.

## Page 23

*Oh, Rejoice, All Christians, Loudly* is a hymn in public domain. Northwestern Publishing House has allowed the C13 program to use the image files for public domain hymns from *Christian Worship: Electronic Pew Edition*. We thank them!