

CHRISTMAS PLANNING

WORSHIP

Advent

- Advent music
 - Plan music for Advent
 - Order music for Advent
 - Advent choir practices held
 - Appropriate licenses obtained
- Advent worship folders
 - Advent worship folder templates edited
 - Advent worship folders proofed & approved
 - Advent worship folders printed & assembled

Christmas

- Christmas music
 - Plan music for Christmas
 - Order music for Christmas
 - Christmas choir practices held
 - Appropriate licenses obtained
- Christmas worship folders
 - Christmas worship folder templates edited
 - Christmas worship folders proofed & approved
 - Christmas worship folders printed & assembled

EVANGELISM

Promotion of Christmas Eve worship service

- website
 - design webpage invitation
 - display webpage invitation
- Postcards
 - speak to postmaster
 - order cards
 - label cards (if done yourself)
 - mail cards
- FRAN invitations
 - teach FRAN principles to members
 - produce FRAN invitations
 - provide FRAN invitations to members
- Signage
 - design signage
 - order signage
- Doorhangers
 - design doorhangers
 - produce all doorhanger material
 - stuff doorhanger bags
 - plan walking canvass routes
 - walking canvasses
- newspaper adds
 - plan newspaper adds
 - run adds
- radio adds
 - produce radio adds
 - run adds

Welcoming of guests on Christmas Eve

- Set service times
- Do a walk through for first impressions
 - improve signage if necessary
 - improve landscape if necessary
 - improve entrance appearance if necessary
- Greeter system in place
 - Train greeter for Christmas Eve
 - Use bulletin inserts to train members to welcome guests

Staffed nursery

- Set up nursery
- Train nursery workers

Follow-up on Christmas Eve visitors

- contact cards
 - design contact cards
 - print contact cards
 - contact cards entered into database
- follow-up package
 - design follow up package
 - order follow-up package gift
 - assemble follow-up package
 - train follow-up package deliverers
 - 48 hour visits made
 - pastoral follow-up visit
- BIC invitations sent

