

# Christmas Eve Liturgy Policy

St. Luke's Episcopal Church

Last Revision: November 14, 2006

The following applies to Christmas Eve at St. Luke's:

- i. The rector, in consultation with the church staff, will set the worship schedule.
- ii. In addition to the services held at the church, there will be a least one service held at the chapel unless there are insufficient volunteers to safely and adequately staff the chapel service.
- iii. To safely and adequately staff the chapel service, there must be at least: a person to lead the worship service, i.e., a priest, deacon, or lay leader + someone to lead the congregation in singing hymns, i.e., a guest pianist or singer + a chalice bearer (if there is to be Holy Communion) + two ushers/greeters + an altar guild member.
- iv. The St. Luke's rector, deacon, and Minister of Music will not be expected or obligated to participate in the chapel service. Their energy and focus will be upon the services held at the church.
- v. The chapel service may or may not be a service of Holy Communion.
- vi. It is the obligation of the rector or his/her designee to make a good faith effort to locate and contract with a guest priest to conduct the chapel service on Christmas Eve. If a guest priest can be obtained, the chapel service may include Holy Communion. If a guest priest cannot be obtained, the service will be led by a lay member of the congregation. Such a service may be "Lessons and Carols" or Evening Prayer with appropriate Christmas carols and hymns. The liturgy will be designed and approved by the rector.
- vii. It is also permissible for the Christmas Eve chapel service to be an ecumenical or interfaith service led by one or more ministers from other spiritual communities.
- viii. The St. Luke's Minister of Music or his/her designee will make a good faith effort to hire a guest pianist for the chapel service. If a guest pianist cannot be obtained, other arrangements may be made to lead chapel attendees in the Christmas carols and hymns appointed in the liturgy.
- ix. To protect the health and safety of everyone involved, a maximum of sixty people will be permitted in the chapel building for each Christmas Eve service.
- x. A ticket system or some other method will be used at the chapel in conjunction with advertising to manage the number of chapel attendees and avoid having to turn people away at the door.
- xi. Arrangements will be made to provide transportation to the next worship service at the church for those who have to be turned away at the door of the chapel.

---

Date of Approval by the Vestry

---

Signature of the Clerk of the Vestry