

Carols by Candlelight 2016 - Good Things to Know

Revised: 10-26-2016

General Calendar (Subject to Revision)

Prayer Meetings, Pre-Service Rehearsals, Cast Rehearsals are not included on this calendar.

What	Date	Time	Location
Carols Bonus Rehearsal	09/25/2016	100-300PM	Choir Room
Carols Bonus Rehearsal	10/30/2016	100-300PM	Choir Room
Carols Orientation Session #1	10/30/2016	300-400PM	Fellowship Room; immediately following rehearsal
Carols Bonus Rehearsal	11/13/2016	100-300PM	Choir Room
Carols Orientation Session #2	11/13/2016	300-400PM	Fellowship Room
Ladies Outfit Payments Due	11/16/2016	Before or after choir	DEADLINE Ladies Wardrobe Payments - Checks payable to Sanctuary Choir; give to Laura Lundquist - lalundquist@hotmail.com
Sanctuary Decorations	11/20/2016	100PM Until	Sanctuary
Sanctuary Decorations	11/21/2016	900AM Until	Sanctuary
Carols Processional Rehearsal – Positions Assigned (Tuesday night)	11/22/2016	600-730PM	Sanctuary (start in choir room); All music memorized!!
Guys - Last day to be fitted for TUX	11/23/2016	ALL DAY	Tuxedo Junction - Any Location - Ken Sims can answer questions; you pay Tuxedo Junction
Carols Processional and Music Rehearsal	11/30/2016	600-745PM	Sanctuary
Carols Prep Day (Logistics, Wreaths, Cast Rehearsals) Saturday	12/03/2016	900AM-1200PM	Sanctuary (Saturday) – Logistics work requires climbing stairs and sitting/squatting to put down lights for safety
Carols Prep Day (Logistics - Choir and Robe Rooms)	12/04/2016	1200 noon - 200PM	Choir Room - requires climbing steps and moving chairs (Sunday) – IMMEDIATELY after church; bring clothes to change into.
Carols Technical Rehearsal (Principals and Soloists/Ensemble) Sunday	12/04/2016	700PM-Until	Immediately after evening worship service; those involved will receive specifics
Carols Workday	12/05/2016	900AM-1200PM	Choir Room and Sanctuary - tape and hallway lighting; music breakdown; whatever else is needed
Carols Rehearsal (with Cast and Orchestra) Monday	12/05/2016	600-800PM	Sanctuary - working rehearsal; lots of starts and stops; dress comfortably – no purses or music or food/drink in Sanctuary!!
Carols Rehearsal (with Cast and Orchestra) Tuesday	12/06/2016	600-800PM	Sanctuary - working rehearsal; lots of starts and stops; dress comfortably – no purses or music or food/drink in Sanctuary!!
Carols (FULL DRESS REHEARSAL)	12/07/2016	600-900PM	This will be filmed as a live event. We will have guests. Choir Call Time (SEATED) in Choir Room is 6PM sharp dressed and ready to go. Photo may be taken that night at the end of rehearsal - PENDING. Note to GUYS - You must pick up and assemble your TUX on this day and be ready to go at 6PM.
Carols Day of Prayer	12/08/2016	24 hours	Location of your choosing; Sanctuary open.
Carols Concert #1 Call	12/09/2016	600PM	Choir Call (dressed and seated in Choir Room or I AM HERE noted)
Carols Concert #1 Concert	12/09/2016	700PM	Sanctuary – Recycle programs after service.
Carols Concert #2/#3 Call	12/10/2016	200PM	Choir Call (dressed and seated in Choir Room or I AM HERE noted)
Carols Concert #2	12/10/2016	300PM	Sanctuary
Carols Fellowship Meal	12/10/2016	Between Services	Location CLC Gym - everyone brings finger foods to share; church provides drinks and setups; return to Choir Room after eating. More info to come.

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Carols Concert #3	12/10/2016	700PM	Sanctuary – Recycle programs after service.
Reset for Sunday	12/10/2016	After Concert	Clean up Sanctuary, SS Rooms, clear props, etc. to set for Sunday morning. All hands please assist.
Sunday Morning Worship – Call Time	12/11/2016	1010AM	Choir Room – Probably wearing robes; will stand in loft and exit before sermon (FINAL DECISION PENDING)
Sunday Morning Worship	12/11/2016	1030-1140AM	
Carols Pre Concert Meal	12/11/2016	12NOON	Location CLC Gym; Ticketed – DETAILS PENDING
Carols Concert #4/#5 Call	12/11/2016	200PM	Choir Call (dressed and seated in Choir Room or I AM HERE noted)
Carols Concert #4	12/11/2016	300PM	Sanctuary
Carols Annual Christmas Dinner	12/11/2016	Between Services	Location TBD. Ticketed – DETAILS PENDING
Carols Concert #5	12/11/2016	700PM	Sanctuary
Tear Down	12/13/2015	After Concert	All hands. Rented equipment has to be prepped for return. We clean up everything. Cille is in charge in Choir Room, Music Library, and Robe Rooms. Joanie/Rusty/John/Damon are in charge in Sanctuary.

Fragrances

Fragrances cause severe allergic reactions for many of our choir members. Heat from TV lights magnifies the problem. Also, some products like hair spray are highly flammable and do not need to be where there is “live fire” from the candles. Offending items include, but are not limited to, perfume, cologne, after-shave, body splashes, scented hairspray, and scented deodorants. Also those who smoke should be aware of the impact of this smell on people with allergies.

Please do not take the position of “surely they aren’t talking to me!” This issue includes men and women! Use of fragrances by other choir members is the #1 complaint of choir members each Carols Season.

AVOID FRAGRANCES OF ANY KIND! Just do not use these products during Carols Week (or for any other choir functions for that matter - including Sunday mornings)! Please also avoid spraying hairspray (scented or not) in the rest rooms and dressing rooms.

Volunteers:

- Stay tuned to requests for your assistance. EVERYONE needs to do SOMETHING. Remember, Carols is a ministry of volunteers - it cannot be done without you.
- Sign up at link on MyChoir. Link is also provided with other links toward end of this document.

Rehearsals:

- See the General Calendar AND keep up with Worship Notes (Worship Notes is the bottom link in MyChoir and is available on the tables in the Choir Room on Wednesdays.)
- **Child Care for rehearsals - Contact Sarah Lee with questions or to schedule- slee@fbcj.org.**
- Personal Belongings - **Effective TUESDAY, NOVEMBER 22, 2016 - Please leave your “stuff” at home or locked in your car other than what you absolutely have to have.** No purse lockers will be locked during Carol’s rehearsals or concerts. Do not leave your purses in the pews. Do not bring your music to the choir loft. **YOU CANNOT HAVE PURSES or MUSIC IN THE CHOIR LOFT during rehearsals.**
- FULL DRESS REHEARSAL - Wednesday, December 9 - that means the full meal deal! Guys must pick up tuxedos that afternoon and be ready to go by 6PM. Recommended that Ladies and Guys dress at home. Guys - pocket squares will be distributed that night.
- PLEASE – no food or drink in the Sanctuary at all.

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Carols Weekend

- NON CAST "REST AREA" - If you have a drama part in addition to singing in the choir, you are welcome to dress in the Robe Rooms. If you do not, please come dressed and leave your coats and "stuff" in your assigned chair in the Choir Room. This includes Dress Rehearsal night if at all possible.
 - Ladies – please do not wear your jackets in the car and sit on them any more than necessary as this is what breaks the threads for the beads. Just wear a jacket or sweater over your black dress and put the red jacket on at your chair as you leave the choir room! Also – be sure your top three hooks are SECURE. You will want to have some safety pins as backup as well.
- Children and students involved have a designated dressing area. Please abide by this as that is where their costumes will be located.
- Meal Tickets for Sunday Lunch/Sunday Night Dinner are on sale beginning in November. Anyone can eat with you BUT must have a ticket! No tickets at the door. They go fast. **Cost is TBD per person.** You can bring your own dinner and eat with everyone else if you prefer to "brown bag it" but adults and kids must have a ticket to eat the catered meals. Note additional information regarding meals for kids and youth in cast will be given to parents.

Music

- Carols Notebooks:
 - Checkout - Please do not put a Carols Folder in your cubby UNLESS you have OFFICIALLY checked it out! You can write a check (\$20) and it will be held until after Carols. When the folder is returned, you can ask for your check back or contribute it to the Carols Offering. **BRING YOUR FOLDER TO REHEARSAL!!!!**
 - Folders will be broken down on Sunday. If you want your check back, there will be a place for you to leave your signed cover sheet from your notebook.
 - Everyone breaks down the folder they checked out.
- Planning Center (PCO):
 - PCO does not work on Windows Phones (sorry).
 - Apple iPhone/iPad must be at iOS 7.1 or later. This precludes use with early edition iPhones and iPads. There are likely similar restrictions for Android devices.
 - You need to download from the App Store **Planning Center Services AND Planning Center Music Stand.**
 - Sign in to Planning Center Services with same user id (email) and password that you used when (if) you signed into Planning Center. If you do not know if you did or remember what you did, email cille.litchfield@outlook.com and she will send a password reset so you can set it up again then sign into the music stand app.
 - Open the music stand app. You can look at the music for the services you are scheduled for (you can see those by sliding the program to the right and choose the one you want.) Slide it back.
 - Each part of the program is blocked off. At the bottom of each block is where you click to download the part you need. Unfortunately, the choir anthems are not at the top of all the lists so you have to look for them. When the piece you want downloads, there will be a check-mark by it. Click outside the list and it will close and go to the next one.
 - Once you have downloaded them all, the way you pull up the sheet you want is touch the title of the song to the right of the TIME. The box will gray out and the sheet music pops up. You can swipe through it to the next song (or back to the prior) or you can double tap the top of the screen (in Music Stand) and it will take you back to the program order and you can pick the next one.
 - You can bring me your iPads and I am glad to do this for you before or after choir on Wednesdays.
 - Note - once you have downloaded, and opened the music, you should be able to turn off cellular or Wi-Fi since the documents will be cached (unless you delete them).
 - FYI – The church has free wi-fi. No password is required.
- In Planning Center (also called PCO), there is a Media Player – you can select what you want to hear and play through the Media Player. With Carols and the split voice parts, if you select for the Media Player to loop, you are going to hear every split for every song but you can at least pick one and listen to it and then pick another if you do not have a CD.
- NO MUSIC IN REHEARSAL beginning Tuesday, November 22nd. (This also means no electronic cheating!)

Choir Room

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- We start in the Choir Room on Dress Rehearsal and for EVERY CONCERT. Every person has an assigned seat. Your name will be taped to the seat and will be placed relative to where you are in the Processional.
- Leave your candle or handbells in your assigned seat.
- It is OK to eat/drink in the Choir Room BUT you must clean up your trash and any spills or breaks (including broken candles).
- Please adjust your personal schedules to allow plenty of time to get ready before time to be seated in the Choir Room. Be on time for rehearsals and concerts.
- Respect the time of others!
- Every service is different with participants and Cille has to move folks around to balance things out thus has to be able to know if you are here.

Wardrobe

- Tuxedos - Tuxedos are rented from Tuxedo Junction. Pay specific attention to instructions regarding shirt type, vest, tie. You may be able to wear your personal tux but not guaranteed. **Deadline to get fitted/reserve your shirt/vest/tie is Wednesday, November 23, 2016. You pay Tuxedo Junction!**
 - You need a pinpoint collared shirt, vest, and bow tie just like last year. The cost to rent all three items is \$20 plus tax.
 - If you need to rent the above items AND a complete tux, the cost is \$55 plus tax.
 - The shirt, vest, and tie are available for purchase. Shirt and vest are \$30 plus tax each. The tie is \$9 plus tax.
 - Tuxedo Junction has three locations: Northpark Mall in Ridgeland, Lakeland Center (153 Ridge Way, Suite B; not open on Sundays!) in Flowood, and Metrocenter Mall.
 - You are responsible to pick up your items at the location where you placed your order on the Wednesday of Dress Rehearsal (December 7) and return them on the Monday after Carols (December 12). Do not ask the Music Office to handle this as they cannot.
 - Other questions may be directed to Ken Sims at (601) 594-7117 or ken@americanavi.com.
 - BLACK shoes and BLACK socks. Black tennis shoes are fine but please wear black socks!
- Ladies Tops/Dresses - Ladies - we will wear the 2014 red tops and black dresses. If you are a new choir member and do not have an outfit, please see Laura Lundquist immediately. lalundquist@hotmail.com is her email address.
 - You will need to pay for your outfit, if one was ordered for you, before you receive it. **Payments Due: Wednesday, November 16.**
 - If you borrow an outfit from another choir member, you are to return it to their robe hook in the Ladies Robe Room after the last Carols concert. It is to be returned without being altered. You can also leave it on #170 hook (Cille) as long as you label with your name and who it belongs to.
- Ladies - Makeup and Jewelry - Due to television edits, please make up and fix your hair the same way for every concert beginning with dress rehearsal. If you do not have a red lipstick, now is the time to get one. Ladies may wear small (no larger than 1 carat size and without jackets) diamond (fake or real) studs as earrings with the formal Carols outfit. ALSO - you need a BLACK SLIP, black shoes (comfortable), and black/off black hose.

Processional/Recessional

- Processional - Everyone will participate in the processional. You need to enter as "assigned" not just join in somewhere arbitrarily!!
- Specific "coming and going" times for cast members and soloists will be established as rehearsals progress.
- **PENDING - Choir photo will be made Wednesday night at the end of rehearsal** - do not leave.

Choir Loft / Hallway Behavior

- Please don't talk. Please don't whisper. Please pay attention. You think you are hidden at times but you are not. There are cameras and microphones everywhere.
- Every little light you see is there for a purpose and adding your cell phone light to the mix does not help.
- Please leave your cell phones in the Choir Room or the car if at all possible. If not, it must be placed on STUN and you must resist the urge to pull it out and text, etc.
- NO FOOD OR DRINK IN THE SANCTUARY OR CHOIR LOFT!
- While in the loft if you feel faint or sick, SIT DOWN. In the next dark, get out. If you need help, ask someone around you to help you out and then they can return. DO NOT try to tough it out.
- All coming and going should be in the dark between numbers.
- We use live candles. Do not set your candle on the floor. EVER.

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- What happens in the loft is directed by Cille or someone she designates/assigns. She will get you up, down, move you over, move you back, sometimes cue music. She randomly appears and disappears based on what is going on in the program. She and Lavon talk about what to do where and then she handles. Often she is found behind the organ waiting to move behind the Nativity. Watch for her.
- Memorize. Memorize. Memorize. You cannot lean on the person next you. Words are important if we are to communicate The Message.

Communications

- If you are sick - STAY HOME. Report out to Cille via email at cille.litchfield@outlook.com or via text at 601-506-7325. Please do not call. **DO NOT USE FB MESSENGER TO REPORT OUT.**
- Worship Notes and Info - Notes about rehearsals will be posted following rehearsal on Facebook and on MyChoir or <http://firstbaptistjackson.org/mychoir-portal/> (scroll about halfway down the page for MyChoir News).
- Each week's Worship Notes should contain the most current information on upcoming dates and information.

Other Things to Know

- Sanctuary Seating - There will be no early entries to the Sanctuary and no reserved seating. No one is allowed to reserve seats (that includes Lavon, other church staff, deacons, and choir/cast/crew). The back hallways outside the Sanctuary on both levels will be closed to all but choir/cast/crew. Choir and cast access on concert days is via a marked door on College Street. You should come directly to the choir room.
- Parking - Parking is limited when you consider the 400+ cast and choir involved in each concert and 3500 members of the congregation per service. You should plan to park in the lots across the street behind the CLC (off North Street). You can walk across the street to the CLC and come to the Sanctuary through the building. Plan to arrive plenty early. Carpool when possible. Please do not come and go from the parking lots at night by yourself. Use common sense and be safe!
- Wednesday night's full dress rehearsal will also be a concert night for church staff and their families, and for senior adults and others who cannot or choose not to navigate the crowds during Carols Weekend. It will be filmed and treated just like the weekend concerts.
- Food and water are necessary for Carols Week survival! Please, though, no food or drink in the Sanctuary (including the Choir Loft):
 - Monday and Friday of Carols Week, you are on your own for meals.
 - On Tuesday of Carols Week, the FBCJ Leadership Committee is providing water and snacks in the Choir Room for before and after Choir.
 - On Wednesday night, supper is available in Fellowship Hall East (FHE). You do need to coordinate your eating schedule with a 6:00 PM on-time start for dress rehearsal.
 - On Saturday between concerts, we will share goodies. The Saturday fellowship mealtime is one of the favorite Carols traditions. (Location: TBD)
 - On Sunday this year since we are singing in morning worship, we will probably have two catered meals – they will probably be sold on a single ticket. More information will be available soon. You and those eating with you must have ticket for the catered meals (one a full meal; the other a box supper). (Location CLC Gym). Tickets will be on sale during November. There will be no tickets at the door.

Most Important

Pray - For those coming, for who to invite, for the Production Team, for every participant, for words to come, for faces to reflect why we are sharing, for lights to work, for the organ to not go nuts, for microphone demons to be held at bay. Pray specifically for a minimum of 500 folks to receive Christ.

Information Links:

Email is used often to convey last minute information. It is important that you check your email often!

Link to 40 Days of Prayer: Carolsbycandlelight.org (link is mid way down the page)

Link to Volunteer: <https://firstbaptistjackson.wufoo.com/forms/carols-by-candlelight-volunteers-2016/>

Facebook (Private Group) - friend Cille McHenry Litchfield and she will add you to the Group First Baptist Jackson MyChoir. There is also a PUBLIC Facebook Page but that is a promotional page for worship opportunities. Please DO NOT USE Facebook messenger to communicate with Cille or the Music Staff – that is not always able to be checked and is likely your message will be missed.

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Planning Center – How to access on mobile device is noted under the Music section above. It is also available at: <https://services.planningcenteronline.com> through you PC, laptop, or tablet browser.

MyChoir:

- For pc, enter <http://firstbaptistjackson.org/mychoir-portal/> in your browser to access MyChoir.
- For phone or tablet, enter www.fbcj.org/mychoir in your browser. When it comes up either bookmark it or save it to your Home screen.

FAQs

- The first Carols was in 1970. There was only a single concert and the choir wore robes BUT they did process by candlelight, something we have done every year since then.
- Carols 2016 is the 47th.
- Carols Week begins the Sunday before Carols Weekend (though actually the heavy lifting starts the day before that on Saturday morning).
- ALL Carols' music is memorized. EVERYTHING must be memorized before Thanksgiving! **We DO NOT USE the monitors for words for Carols.** You must know words and notes!
- We describe the Choir Loft in terms of the "organ side" and the "piano side".
- The processional is literally a walk in the dark by candlelight while singing from memory.
- Everyone had a "first Carols" so there will be plenty of folks to help you learn the ropes.
- We are unable to lock up personal belongings during Carols so PLEASE leave personal items at home or locked in your car at all times. There can be no "baggage" in the choir loft during rehearsals and concerts - that includes purses and water bottles or anything other than you and your candle (or handbells, if applicable)!
- MEN AND WOMEN - TV lights intensify fragrance pollution so NEVER use ANYTHING with a fragrance (includes scented hairspray, perfume, aftershave, even deodorants with a scent (yes—they make those unscented!)).
- We have traditionally done an "Afterglow" after the last concert on some days. It is possible we will do this again after the late concerts on Saturday and Sunday.
- Those who remain flexible will not get bent out of shape (yes—things change so please help by adjusting).
- What do these mean? FHE—Fellowship Hall East, FHW-Fellowship Hall West, CFR—Choir Fellowship Room (a.k.a. Orchestra Fellowship Room), Nosebleed - section of the Sanctuary that goes up toward the stained glass window (President Street), tunnels-lower level entrances to the choir loft/main stage area.