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SOCIETY OF SYRACUSE

Policy #: 012

Policy Name: Winter Holiday Decorating

Purpose: To describe the procedure for preparing and decorating the First UU Building during the winter holiday season.

Original Date: 12/18/2016

Original Written By: Valoree Suttmore 10/26/2016

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Revisions By: Valoree Suttmore 9/22/2019

Reviewed By: Marge Mellor 9/30/2019

Approved By: 2016-2017 FUUSS Board of Trustees 12/18/2016

Operations Manual/Document Administrator 11/17/2019

A. General

1. At the beginning of each Society year (middle of September), The Music and Worship Ministry will designate a "Point Person" from the First Unitarian Universalist Society of Syracuse (First UU) congregation to oversee the decorating for the holidays.
2. The "Point Person will assemble a group of 3-4 people to complete the winter holiday decorating as well as the tear down and clean-up.
3. All winter holiday decorating will take place 5-10 days before the Christmas Holiday in consultation with the Music Director, the Minister and the Director of the Montessori School (for their Holiday program). The "Point Person" must schedule the date of the decorating with the Office Administrator in advance, so as to avoid conflicts with other activities utilizing the sanctuary.
4. The Music and Worship Ministry will direct, oversee, manage and provide the budget for the winter holiday decorating.
5. If materials needed for decorating are not donated, they can be purchased using a tax-exempt form obtained from the Society office. For reimbursement of these expenses complete an Expense Form (Form # 001) and submit it to the Office Administrator along with all receipts. These forms can also be obtained from the Office Administrator.

B. Procedure

1. Winter Holiday Decorations consist of:
 - A winter holiday tree
 - Live wreaths-8 small/medium and 1 large
 - Greens, fresh cranberries, candles and glass sconces for each window in the sanctuary
 - Flower arrangements
2. The winter holiday tree is artificial and is stored in the ceiling storage area behind the chancel along with its decorations. After the tree has been assembled, lights are strung on the tree (a tall person for this works best). Once the tree has been placed into its designated area, the decorations are hung. Anyone who is available and would like to decorate the tree including children, are welcome and encouraged to do so!

3. Eight wreaths are needed to decorate. Each of the windows along the sides of the sanctuary is equipped with a stationary hook above the sill for hanging each wreath. Wreaths can often be found on sale at local stores closer to December 25th. A wreath is also hung on each of the lower entrance doors using a suction cup hook. These hooks are stored with the other winter holiday decorations.
4. The large live wreath is hung on the outside on the front of the building. This wreath is 4 feet in diameter and also contains a large red bow. It is purchased from Zerillo's Greenhouse with money from the winter holiday flower donations and is delivered with the flowers. This wreath is usually hung outside on the First UU building, the day it is delivered.
5. Each window area in the sanctuary and each flower arrangement are decorated with greens. Several bundles of fresh greens are procured or donated by members of the congregation or purchased if necessary. Greens are often free for the taking at cut-your-own tree places. They can also be obtained for free from some True Value Hardware stores. Greens are placed in each window sill in the sanctuary windows.
6. Obtain the large glass sconces located with the winter holiday decorations in the loft area behind the chancel and wash and dry them. Ivory, 5-6 inch, non-scented candles are used in the sconces. The candles can be used for several seasons and should be stored inside the clean glass sconces when the decorations are put away. If it is the season to replace the candles this should be done well in advance of the decorating as they are more difficult to find as the winter holiday time gets closer. Place an ivory candle inside the bottom of each sconce and place several fresh cranberries inside the sconce around the large candle.
7. Place the filled sconce on the windowsill and arrange the fresh greens around the sconce.
8. Hang a small/medium live wreath above the sill of each window in the sanctuary on the stationary hook.
9. Three fresh flower arrangements are assembled consisting of fresh greens and flowers. These arrangements should be assembled and put in place no earlier than December 19th so they look fresh during the entire time they are displayed. One completed arrangement is placed on the Chancel table, Narthex communion table and the table at the lower entrance.
10. The tree and all decorations in the Chancel area removed right after Christmas. The tree, tree decorations and lights are returned to the ceiling storage area/loft above the Chancel.

11. The sanctuary window greens, all fresh wreaths and flowers are removed between Christmas and New Year's Day. At that time, the sconces are disassembled. The candles

and cranberries are removed from the sconces and the sconces are washed and dried. The candles are placed back inside the sconces and then are CAREFULLY repacked so as to preserve the original boxes and styrofoam packaging. The sconces are stored in the ceiling storage area/loft above the Chancel.

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~~44.~~ The cranberries and greens surrounding the sconces are placed in the First UU trash or brought to a composting facility. The greens should not be left on First UU grounds as there is no composting area. All wreaths are placed in the trash due to them being constructed on metal frames.

12. The large outdoor wreath can be left up until around January 5th. It should then be taken down and put into the trash.

13. The cleanup crew will want to have large trash bags available to discard the wreaths and a shop vacuum to clean under each window as the wreaths and greens become brittle.