



Worship Folder Options

While C18 provides worship folders, these are not to suggest that they are the “one right way” to do worship folders. They are merely an opportunity to highlight C18 thematic connections and to make planning easier. Following are various adaptations to consider and other information that may be useful.

Covers

Note that the worship folder cover images include the theme words for each Sunday. They should be used in this order: hope, peace, joy, love.

Hymns

The C18 worship folders provide hymns with melody lines. But survey data shows that at least 75% of congregations use the hymnal for hymns even if they print out the rest of the service. If that is your custom, you can delete the hymn graphics and aim for a shorter worship folder—perhaps eight pages instead of twelve (not counting announcements).

If a shorter service is desired, omit the closing prayer on page 11 and use only one of the final two hymns, adjusting stanza selection as desired. In some cases, the final hymn in the three-hymn option uses only one or two stanzas. If you are deleting one of the last two hymns, you might want to sing more than the one or two indicated.

Lessons

The C18 worship folders include the text of lessons. These may be deleted if it is not your custom to print the lessons. Some churches print only the lesson that serves as the sermon text.

Thematic introductions for the readings are provided. If it is your custom to give a verbal introduction, these may be deleted. If you do not give a verbal introduction, retaining these will help people to see the thematic connections between lessons and the overall C18 themes. Each introduction relates to the theme of the day which appears at the beginning of the worship folder. Whether the introductions are read or just printed, they help people see how the service has a cohesive theme. Survey work with congregations shows that the reading of lessons is often the part of worship from which they benefit least. If that’s the case, it may be in part because they haven’t seen how the lessons interconnect.

Note the rubric STAND before the Verse of the Day. This is the model under consideration by the new hymnal project where the Verse of the Day is named “Gospel Acclamation.” To avoid confusion the C18 services don’t use the new title.

Psalms

Psalms for each Advent Sunday, from those under consideration by the new WELS hymnal project, were emailed to pastors in early November. Due to copyright restrictions, they are not posted with other C18 worship resources. They are easy enough to incorporate with a one-month lead time. Copyright information for these, to be included in a worship folder, are at the end of this document. Other choices may be substituted. The posted worship folders include psalms from Christian Worship as placeholders. If a psalm is sung from the hymnal, it may be deleted from the worship folder.

Prayer of the Church

Depending on the options you choose (more than 8 pages on a non-communion Sunday, sing hymns from hymnal), you can include a full Advent prayer (CW p123 and electronic edition) or the “Great O Antiphons” prayer (CW Altar Book, p174 and electronic files). A non-responsive Advent prayer is in CWAB, p173.

Choirs / Soloists

A choir or soloist is needed for the Verse of the Day. Or the pastor may sing the Verse. It is best to use a choir or soloist also with Psalms 25B and 85B. No indication is given for an anthem, but one may occur in place of a psalm or Verse of the Day, or after the Gospel.

Communion services

The C18 option includes some features under consideration by the new hymnal project.

- Dialogue elements (e.g., preface, prayer responses) entirely spoken rather than spoken/sung.
- Some new texts in dialogue elements.
- The Song of Simeon is replaced by a spoken dialogue of thanksgiving.

Many churches will want to include a second distribution hymn since those suggested are short.

With WELS congregations using so many options for communion (two from CW, two from CWS), only one example of a communion service is posted—for Advent 1. You are free to make whatever choices fit your regular patterns. If, for example, the C18 communion service works for you for “first and third,” then replace the end of Advent 3 with the communion portion of Advent 1—from the Nicene Creed to the end, but changing the hymns to those for Advent 3.

Fonts

Times New Roman is used for body text only because it is the font used in music graphics. While it is not an optimal choice, it is at least consistent. (The new hymnal will feature a far superior design with its fonts.)

The font size for body text is 10.5. When a music graphic is 4 7/8ths inches wide, the apparent font size of text in the music graphic is about 10.

Copyright acknowledgments

Copyright information is included in each Sunday's worship folder. See a separate document for a summary of these details. Make changes for any substitutions.

Paper sizes

For Advent C18 is providing formatted worship folders in legal size, 14x11. For Christmas Eve and Day both legal and ledger, 11x17. A growing number of churches are using the larger ledger size for festival services, but some copy machines don't handle this size. If you normally use letter size, 8.5x11, consider legal for this Advent and Christmas.

No fuzzy graphics!

The comments below apply only to Windows computers, not Apple. The Worship office does not use Macs. If any Mac user finds problems similar to those described below—and has a solution, please let us know.

The latest versions of Microsoft Word and Publisher by default compress graphics in a way that results in fuzzy music graphics. Solutions are described below for some programs. If you use other programs, search for help on various key words like “do not compress graphic” or “high resolution graphic in Word” or “turn off picture compression.”

WORD

A search on “turn off picture compression” provides this guidance:

<https://support.office.com/en-us/article/turn-off-picture-compression-81a6b603-0266-4451-b08e-fc1bf-58da658>

PUBLISHER

Note that Publisher is not included in the Microsoft guidance above for Word. Publisher—at least the latest version—does not have the same control over compression that Word does. It forces compression of higher res images (like 1200dpi, which we have used in Word). Thus the images in Publisher are 300dpi while those in Word are 1200dpi. One online forum's advice on achieving best resolution is simply “don't use Publisher!” But we have provided Publisher files with 300dpi for the sake of those who prefer Publisher.

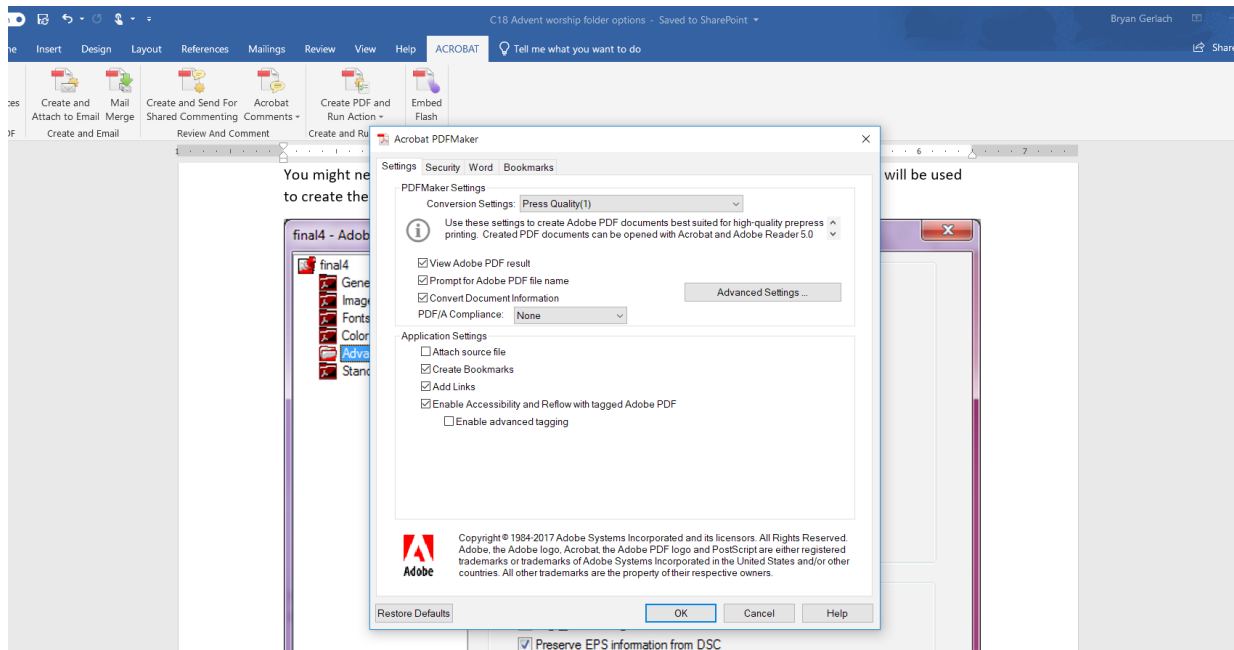
PDF

If you use Acrobat and convert files from Word to PDF, the following may be useful. If this information isn't helpful, the link below provides other ways to improve resolution.

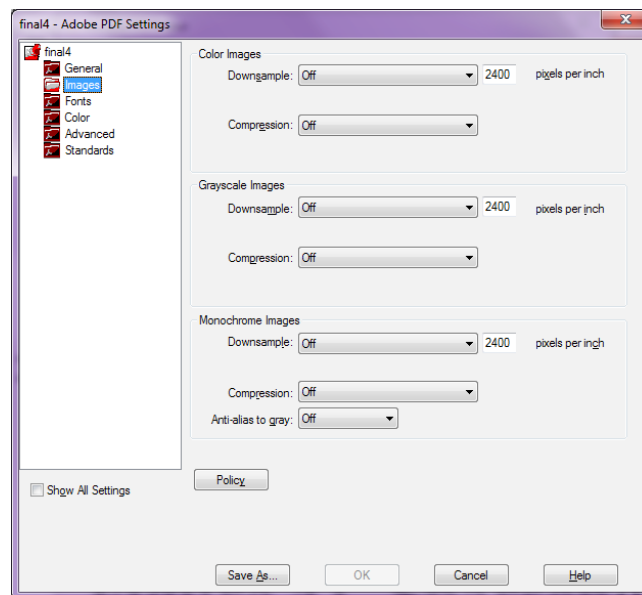
If you are using the Adobe PDF Printer (i.e. not Word -> Save As PDF), you should be able to change the settings related to Images (such as downsampling or compression). Make sure you turn them off from Word (they should be in Preferences in the ACROBAT tab) and also uncheck Allow PostScript file to override Adobe PDF settings.

You might need to click on Save As in the Adobe settings. This will create a new preset that will be used to create the pdf.

Look for the ACROBAT tab in Word. Click on Preferences and change Conversion Settings to a higher resolution option. In the example below it is Press Quality.



After Conversion Settings, click on Advanced Settings and then Images to make the following changes. (You may find that 600-1200 pixels per inch also gives crisp music graphics.)



Source: <https://superuser.com/questions/645657/export-word-document-with-high-resolution-png-to-pdf>

C18 Advent psalms

C18 psalms are provided from settings under consideration by the new WELS hymnal project. **C18 psalms and PDF files can only be used and reprinted during 2018.**

The C18 worship folders use placeholder psalms from CW. These may be replaced by the C18 psalms below

or some other setting not part of the C18 resources. The appropriate acknowledgment for C18 selections is already included in the C18 worship folders—along with acknowledgment for placeholder psalms. Delete the wording for the psalm not being used. **It is important to include the appropriate acknowledgments in each Sunday's worship folder.**

The PDF file “C18 Psalms - Pew” is just for review, not for use in service folders; it shows how a worship folder layout should look, created from TIFF and Word files. If you substitute an alternate C18 setting for a placeholder psalm, use the appropriate TIFF and Word files from those emailed to pastors. TIFF music graphics for insertion into worship folders are in a zipped folder; texts for responsorial chanted verses are in a Word file. The TIFF and PDF pew files do not include the copyright info below, but that info is already included in worship folder drafts.

Acknowledgments for worship folders.

Advent 1

Psalm 25A: Music: Mark Haas © 2014 www.markhaasmusic.com

Psalm 25B: Text: para. William Miller, Jaroslav Vajda, © 1991 Birnamwood. Music (tune): Swedish folk tune BRED DINA VIDA VINGAR, public domain.

For 25B accompaniments for both organ and piano are included.

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Advent 2

Psalm 24A: Text: © 1966 Willard F. Jabusch, admin. OCP Publications; Music: Israeli folk melody; public domain. Setting and tone: © 2016 Dale A. Witte.

Due to a copyright permission not granted, only one option is available for Advent 2.

Advent 3

Psalm 130A: Music (refrain): Kevin J. Sadowski © 1992 Concordia Publishing House; (tone): Paul Bunjes © 1982 Concordia Publishing House.

Due to a copyright permission not granted, only one option is available for Advent 3.

Advent 4

Psalm 85A: Music (melody, text): Hal H. Hopson © 2008 Birnamwood; (tone) © 1993 Kermit G. Moldenhauer

Psalm 85B: Text (refrain): Hal H. Hopson © 2008 Birnamwood; (verses): From the Psalter for Christian Worship by Michael Morgan, © 1999 Witherspoon Press. Used by permission. All rights reserved. Music: Hal H. Hopson © 2008 Birnamwood.

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