



BE A STAR!

THIS CHRISTMAS TIME

Community **Carolling Guide**





Thank you for “Being a Star”

This Christmas, The Salvation Army will offer warmth, welcome and urgent practical support to those who need it most. Across 600 communities in the UK.

Choosing to carol for the Be a Star Appeal in your community this year will help spread joy, bring people together, and share the story of Christmas while supporting this vital work.

Across towns and villages, from Christmas light switch-ons to carolling at care homes and community events, music has the power to lift spirits, open conversations, and create moments of connection. By taking part in The Be a Star appeal, your group can turn festive music into practical help for people who need it most.

Whether you perform just a few carols locally or plan a full programme of events, every song helps bring hope and warmth to people in your community this Christmas

Taking part is simple

Your choir, group or band can sing or play at a time and place that works for you, while raising funds and awareness for the Be a Star appeal.

You might take part by:

- ★ Carolling at a Christmas light switch-on or festive market
- ★ Performing on the first night of a local panto
- ★ Carol singing in a town centre or shopping area
- ★ Visiting care homes, community spaces or local events
- ★ Creating a pop-up or flash-mob style performance

This pack contains everything you need to get started, including music resources, fundraising ideas, safety guidance, templates and promotional support.



Planning Your Community Event

Community carolling can range from a planned performance to a short “pop-up” moment (for example, a flash mob at a Christmas market). Before you confirm dates and locations, consider permissions, local relationships, and safeguarding. Also, how will you manage any donations?

You will need to:-

- ★ Contact local authorities to request permission to sing in public spaces (for example, town centres, high streets, parks, and civic squares).
- ★ Approach local shopping centres and supermarkets to agree where and when you can sing, and any site rules you must follow.
- ★ Link with local businesses (cafés, retailers, market organisers) who may help promote the event or provide a suitable pitch.
- ★ Connect with neighbourhood groups and community organisations (residents’ associations, faith groups, community hubs) to build support and attendance.
- ★ Arrange visits to hospitals and care homes through the appropriate contacts, following any procedures, ensuring safeguarding and infection-control requirements are met.
- ★ You can see our letter template on the next pages of this guide.

Contact & Support

For additional support, resources, or questions about organising community carolling events, please contact your [local Salvation Army corps](#). They can advise on permissions, safeguarding, donation processes, and access to materials such as donation pots. They may want to support your event or activity in some way.

Carolling Permission Request Email Template

Subject: Request for Permission: Christmas Carol Singing in Support of The Salvation Army

Dear [Recipient Name / Sir/Madam],

I hope you are well.

I am writing on behalf of [Group Name], a [brief description - e.g. community choir, brass band, school group]. We're supporting The Salvation Army "Be a Star" appeal and are writing to request permission to carol and collect at [location/area].

We are hoping to perform on [proposed dates and times], raising funds and awareness for The Salvation Army's work supporting vulnerable people in communities across the UK.

Our activity would involve singing & playing a range of traditional Christmas carols and songs and collecting voluntary donations. We will ensure that everything is carried out respectfully, safely, and without disruption to the public or nearby businesses. We are also happy to meet any requirements or conditions you may have.

If needed, we can provide further details such as group size, risk assessments, or insurance documentation.

We would be very grateful for your support in enabling us to carry out this festive fundraising activity. Please let us know if there are any forms or permissions required to progress this request.

Thank you for your time and consideration, and I look forward to your response.

Kind regards,

[Your Name]

[Role in Group]

[Group Name]

[Contact Details]



Here are some resources to support your carolling

- ★ To help you get started, we've included some carol lyrics and music, as well as some downloadable music; however, you're free to carol in a way that feels right for your group.
- ★ Social media assets pack on our website.

Event Risk Assessment & Safety

A risk assessment template should be completed and amended for each event, reflecting the specific location, timings, group size, and audience. For guidance, please see [here](#).

Below are some thoughts on how you can keep your event safe, but the list isn't exhaustive. Think about what your event specifically needs



Safety for dark, outdoor events: plan for uneven ground, poor visibility, weather conditions, and trip hazards (cables, kerbs, market stalls). Agree on a clear meeting point and keep the group together.



Travel and parking arrangements: where possible, arrange to travel or park together and walk to/from the pitch as a group, especially after dark.



Child safeguarding: never leave children alone or unsupervised. Ensure appropriate adult supervision ratios and follow local safeguarding procedures at all times.



Lighting requirements: ensure adequate lighting for safe movement and visibility; consider battery-operated candles for each person to improve visibility and atmosphere.



Cash donation management: agree on who is responsible for donation pots, use secure containers, and store donations safely. Never leave someone alone to transport donations to a car or safe space; use a two-person approach.



Emergency contact procedures: share key contacts (event organiser, corps contact, first aider if available) and confirm what to do if someone is separated, unwell, or an incident occurs.



Start Fundraising

You can set up your **JustGiving™** Page [here](#) to support cashless donations with the use of QR codes. Follow the link and click on 'Start fundraising'.

Once your page is set up you can:

- ★ **Personalise your page** — add a cover photo and write a description
- ★ **Update your page** — make posts and share photos of your fundraising journey and event
- ★ **Share your page** — take to social media to promote donations.

If people give you cash, you can add it to your **JustGiving™** page by submitting them as 'Offline Funds'.

1. Log into your page
2. Go to 'Edit'
3. Selecting 'Donations' and 'add'

If you need any help with your Just Giving page, please get in touch.

- ★ Donation pots can be borrowed from your local Salvation Army.
- ★ If you would like to represent The Salvation Army when carolling, why not visit our online shop and have a look at our bobble hats - [here](#)

Managing Donations Safely



Use secure donation pots and keep them within sight of designated collectors.



Store collected donations in a locked vehicle or safe private space as soon as practical.



Always have two people present when transporting cash (for example, from the pitch to the vehicle or a secure location).



Record the amounts collected and who handled the donations at each stage.



Publicity & Communications

- ★ Prepare local press releases for newspapers, including event details, purpose, and how donations will help your community. Find a template press release on the next page of this guide
- ★ Contact local radio stations with a short event notice and an invitation to attend or mention the carolling on-air.
- ★ Distribute information through school newsletters and community noticeboards (where appropriate).
- ★ Use the social media assets on our website to promote dates, locations, and donation messaging.
- ★ Coordinate messaging with your local Salvation Army corps to ensure consistent information and signposting.

Event Day Checklist

- ☐ Risk assessment completed
- ☐ Permissions obtained
- ☐ Press releases sent
- ☐ Songbooks distributed
- ☐ Donation pots collected
- ☐ Any electrical equipment checked
- ☐ Travel arrangements confirmed
- ☐ Emergency contacts shared
- ☐ Social media posts scheduled

PRESS RELEASE

Local Group Brings Christmas Cheer to Support The Salvation Army's Be a Star Appeal

FOR IMMEDIATE RELEASE

[Town/Area], [Date]

A local [choir/community group/school/church/band], [Group Name], is inviting the community to join them for a special Christmas carolling event in support of The Salvation Army's Be a Star Appeal.

The event will take place on:

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Venue/Location]

The group will perform a selection of festive favourites while raising funds to help The Salvation Army provide practical support, hope, and dignity to people experiencing hardship this Christmas.

[Name and role] from [Group Name] said:

"We're delighted to be taking part in the Be a Star Appeal this Christmas. Carol singing brings people together, and we're proud to use our music to help support local people who may be facing difficult circumstances during this festive season."

Funds raised through the event will support The Salvation Army's appeal, which provides gifts to children, food parcels, and meals on Christmas Day for struggling individuals and families. Creating dignity and unforgettable memories on Christmas morning.

Members of the public are encouraged to come along, enjoy the music, and support the appeal through donations.

For more information about the event, please contact:

Name: [Insert Contact Name]

Email: [Insert Email Address]

Telephone: [Insert Phone Number]

To learn more about The Salvation Army's work, visit www.salvationarmy.org.uk

Notes to Editors

The Salvation Army has been supporting people in need across the UK for over 150 years. Through its churches, community programmes, and practical support services, it offers help and hope to thousands of people every year.

ENDS



Be a Star Carol Songbook

Please see music for the seasonal favourites

A starry night



Away in a manger (Traditional)



Ding dong! merrily on high



Hark! The Heralds' Angels sing



In the bleak mid-winter (Cranham)



Joy to the world



Come, all ye faithful



Silentnight!

Use the QR code to the downloadable
music, or click [here](#)





A starry night

J.W.

JOY WEBB

Capo 1 [D] [μ] [D]

μ E E/B E E/B E

Moderato h = 60

(N.C.) (D) (G)

N.C. E $\flat$ E $\flat$ /B $\flat$ E $\flat$ A $\flat$ A $\flat$ /E $\flat$

VERSE

1. It was on a star - ry night when the hills were bright

2. Soon the shep - herds came that way where the ba - by lay

A $\flat$ (D) (E) (A) (Em7)

E $\flat$ E $\flat$ /B $\flat$ E $\flat$ F B $\flat$ Fm7

— Earth lay sleep - ing, sleep - ing calm and still.

— And were kneel - ing, kneel - ing by his side.



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(A) (N.C.) (D) (D7) (G) Ab/Eb
Bb N.C. Eb Eb/Bb Eb Eb7 Ab

— Then in a cat - tle shed, in a man - ger bed
— And their hearts be - lieved a - gain for the peace of men,

Ab (D) (A7) (D) Eb Eb/Bb Eb Eb7 Eb/Bb Eb

— A boy was born, King of all the world.
— For a boy was born, King of all the world.

[μ] [D] (D) [D7] [G] Ab Eb Bb7

— For a boy was born, King of all the



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N.C. CHORUS Eb Eb/Bb Eb Eb7 Ab Ab/Eb

And all the an - gels sang for him, The bells of Hea - ven rang for him,

f

(D) Eb (N.C.) N.C. (D) Eb D.C.

1. world. And all the an - gels world. 2.



Away in a manger ANON (Traditional) WILLIAM J.

KIRKPATRICK (1838 - 1921) arr. ERIC BALL (1903 - 1989)

Capo 3 (D) (N.C.) (D)

N.C.

(D)

F

(B7) (Em)

D7

Gm

(Em7) (A)

Gm7

C

Moderato ♩ = 96

mp

1. A - way in a man - ger, no crib for a bed, The lit - tle Lord
 2. The cat - tle are low - ing, the ba - by a - wakes, But lit - tle Lord
 3. Be near me, Lord Je - sus; I ask thee to stay Close by me for

(D) (Bm7) (E) (A7) (D)
 F Dm7 G C7 F

Je - sus laid down his sweet head; The stars in the bright sky looked
 Je - sus no cry - ing he makes; I love thee, Lord Je - sus; look
 ev - er, and love me, I pray; Bless all the dear child - ren in

(D7) (B) (Em) (A) (D) (Em) (A7) (D)
 F7 D/F# Gm C F Gm/Bb C7 F

down where he lay, The lit - tle Lord Je - sus a - sleep on the hay.
 down from the sky And stay by my cra - dle 'til morn - ing is night.
 thy ten - der care, And fit us for Hea - ven to live with thee there.



Ding dong! merrily on high

GEORGE R. WOODWARD (1848 - 1934)

JEHAN TABOUROT (1519 - 1593)
arr. CHARLES WOOD (1866 - 1926)

Capo 3 (G) (G) (C) (Am) (D) (G) (C(add2)) (C) (D(sus4)) (D) (G)
Bb Bb/D Eb Cm F Bb/D Eb(add2) Eb/G F(sus4) F Bb

Allegro ♩ = 176 (♩ = 88)

mf

1. Ding dong! mer - ri - ly on high in heav'n the bells are ring - ing;
Ding dong! ve - ri - ly the sky is riv'n with an - gel sing - ing.

2. E'en so here be - low, be - low, let stee - ple bells be swung - en,
And 'I - o, i - o, i - o! by priest and peo - ple sung - en.

3. Pray you, du - ti - ful - ly prime your ma - tin chime, ye ring - ers!
May you beau - ti - ful - ly rime your eve - time song, ye sing - ers!

(D) (G) (Am7) (C) (Am7) (Am) (Bm) (Em) (F#m7) (Am) (Am6) (D)
F F/A Bb Bb/D Cm7 Eb/D Cm7/Eb Cm Dm Dm/F Gm Gm/Bb Am7 Cm/Bb Cm6 F/A

CHORUS

f

Glo - - - -

(G) (C) (D) (C) (D) (G) (C(add2)) (C) (D(sus4)) (D) (G)
Bb Bb/D Eb Eb/G F Eb/G F/A Bb Eb(add2) Eb/G F(sus4) F Bb

- - - - ri - a, ho - san - na in ex - cel - sis!



Hark! the herald angels sing

adpt. CHARLES WESLEY (1707 - 1788)

FELIX MENDELSSOHN (1809 - 1847)

Capo 3 (D) (D) (A) (D) (A) (D) (F#m) (G) (Em) (D) (A) (D)
F F/C C F/A F F/C C F/A Am Bb Gm/Bb F/C C F

Moderato ♩ = 104

mf

1. Hark! the he - rald an - gels sing:___ Glo - ry to the new - born King;
2. Christ, by high - est Heav'n a - dored,___ Christ, the ev - er - last - ing Lord,
3. Hail the Heav'n - born Prince of Peace!___ Hail the Sun of right - eous - ness!

(A) (Bm) (D) (E⁹) (E⁷) (F#m) (E) (A) (Dmaj⁷) (E⁷) (A)
F/C C Dm F/C G⁹/B G⁷/B G⁷ Am G/B C C/E Fmaj⁷ G⁷ C

Peace on earth and mer - cy mild,___ God and sin - ners re - con - ciled.
Late in time be - hold him come,___ Off - spring of a vir - gin's womb.
Light and life to all he brings,___ Ris'n with heal - ing in his wings.

(N.C.) (D) (A⁷) (D) (A) (G) (D⁷) (Em) (B⁷) (Em) (A) (D)
N.C. F/A C⁷/E F F/C C Bb F⁷/C Gm/D D⁷ Gm C/Bb F/A F

cresc. { Joy - ful, all ye na - tions rise,___ } *ff* With th'an - ge - lic host pro - claim, *mf* Christ is___ born in
{ Join the tri - umph of the skies;___ }
{ Veiled in flesh the God - head see;___ } Pleased as man with man to dwell, Je - sus,___ our Im -
{ Hail th'in - car - nate De - i - ty!___ }
{ Mild he lays his glo - ry by,___ } Born to raise the sons of earth, Born to___ give them
{ Born that man no more may die,___ }

(A) (D) (G) (D) (Em) (B) (Em) (A) (A⁷) (D) (A⁷) (D)
F/C C F Bb F/Bb Gm/Bb D Gm Gm/F C/E C⁷/Bb F/A F F/C C⁷ F

Beth - le - hem. *ff*
-man - u - el. } Hark! the he - rald an - gels sing:___ Glo - ry___ to the new - born King.
se - cond birth. }



In the bleak mid-winter

CHRISTINA ROSSETTI (1830 - 1894)

(Cranham)

GUSTAV HOLST (1874 - 1934)

Capo 1 (E) (E) F/A F (C#m(sus4)) (C#m) (F#m) (C#m7) (F#m7) (B7)

Moderato ♩ = 100

mp

1. In the bleak mid - win - ter Frost - y wind made moan, _____
 2. Our God, Heav'n can - not hold him, Nor _____ earth sus - tain; _____
 3. An - gels and arch - an - gels May have gath - ered there, _____
 4. What _____ can I give him, Poor _____ as I am? _____

(E) (C#m(sus4)) (C#m) (A) (B7) (E)
 F F/A F Dm(sus4) Dm Bb C7 F

Earth stood hard as i - ron, Wa - ter like a stone;
 Heav'n and earth shall flee a - way When he comes to reign;
 Cher - u - bim and ser - a - phim Thronged _____ the air;
 If I were a shep - herd I would bring a lamb;

(A) (E) (A) (E7) (A) (C#m) (E) (G#m) (A6) (Amaj7) (B) (E)
 Bb/D F Bb/D F7/C Bb Dm F/A Am Bb6 Bbmaj7 C F

Snow had fal - len, snow on snow, _____ Snow _____ on _____ snow, _____
 In the bleak mid - win - ter A sta - ble - place suf - ficed The
 But on - ly his mo - ther _____ In her maid - en bliss
 If I were a wise _____ man _____ I would do my part; Yet

(C#m(sus4)) (C#m) (A) (B7) (E)
 F/A F Dm(sus4) Dm Bb C7 F

In the bleak mid - win - ter, Long _____ a - go.
 Lord _____ God Al - might - y, Je _____ sus Christ.
 Wor - shipped the be - lov - ed With _____ a kiss.
 what I can, I give him: Give _____ my heart.



Joy to the world!

ISAAC WATTS (1674 - 1748)

GEORGE FREDERICK HANDEL (1685 - 1759)

Capo 4 [A] A Bm A E E7 A D Bm
[Db] D Em/G D/A A A7 D D/F# G Em

Andante ♩ = 76

f

1. Joy to the world! the Lord is come; Let earth re -
2. Joy to the world! the Sa - viour reigns; Let men their

- ceive her King, Let ev - 'ry heart pre - pare him
songs em - ploy While fields and floods, rocks, hills and

mf

room (S.&A.) { And Heav'n and na - ture sing, And Heav'n and na - ture sing,
plains { Re - peat the sound - ing joy, Re - peat the sound - ing joy, Re -

cresc.

f

sing, And Heav'n, and Heav'n and na - ture sing. }
Heav'n and na - ture sing, and Heav'n and na - ture sing. }
joy, Re - peat, re - peat the sound - ing joy. }
- peat the sound - ing joy, re - peat the sound - ing joy. }

E7 A7 A D D/F# D C#m F#m Bm A E E7 A
A7 D D/F# G F#m/A Bm Em/G D/A A A7 D

3. He rules the world with truth and grace,

And makes the nations prove
The glories of his righteousness
And wonders of his love.



O come, all ye faithful

attr. JOHN FRANCIS WADE (1711 - 1786)

ANON

Capo 1 (G) (G) (Am) (D) (G) (D) (G) (C) (G) (D) (Em)

Ab Bbm/Ab Eb/G Ab Eb/G Ab Db Ab/Eb Eb Fm

Allegro moderato ♩ = 104

f

1. O come, all ye faith - ful, Joy - ful and tri - um - phant, O
 2. God of God, Light of Light,
 3. Sing, choirs of an - gels, Sing in ex - ult - a - tion,
 4. Yea, Lord, we greet thee, Born this hap - py morn - ing;

(A7) (D) (A) (D) (G) (D) (G) (D) (A7) (D) (G) (Am) (G)

Bb7/F Eb Bb Eb Ab/C Eb/G Ab Eb/Bb Bb7 Eb Ab/C Bbm Ab

come ye, O come ye to Beth - le - hem; Come and be -
 Lo! he ab - hors not the Vir - gin's womb; Ve - ry
 Sing, all ye ci - ti - zens of Heav'n a - bove; Glo - ry to
 Je - sus, to thee be glo - ry giv'n; Word of the

(Am7) (D7) (G) (D) (G) (Em) (Am) (D) (G) (D) (G) (D7) (G)

Bbm7 Eb7/Bb Ab Eb/G Ab Fm Bbm/Db Eb Ab Eb Ab Eb7 Ab

- hold him Born the King of an - gels:
 God, Be - got - ten, not cre - a - ted:
 God In the high - est:
 Fa - ther, Now in flesh ap - pear - ing:

mp *mf*

O come let us a - dore him, O

(D) (G) (D7) (G) (D) (G) (D7) (G) (D) (A7) (D) (G) (C) (G) (D) (G)

Eb Ab Eb7 Ab Eb Ab Eb7/Bb Ab Eb/G Bb7/F Eb Eb/Db Ab/C Db Ab/Eb Eb Ab

f

come let us a - dore him, O come let us a - dore him, Christ the Lord!



Silent Night!

JOSEPH MOHR (1792 - 1848)

FRANZ GRÜBER (1787 - 1863)

Capo 3 (G) (G) (D7) (G) (G^{SUS4}) (G) (G7)
Bb F7/A F7 Bb Bb^(SUS4)/C Bb Bb7

Andante ♩ = 92

p

1. Si - lent night! Ho - ly night! All is calm, all is bright
2. Si - lent night! Ho - ly night! Guid - ing star, lend thy light.
3. Si - lent night! Ho - ly night! Wond - rous star, lend thy light.

(C) (G) (C) (G)
Eb Bb Eb Bb

cresc.

Round the vir - gin mo - ther and child; Ho - ly in - fant, ten - der and mild,
See, the east - ern wise men bring Gifts and hom - age to our King,
With the an - gels let us sing Hal - le - lu - jahs to our King,

(D) (D7) (D) (G) (D) (D7) (G)
F F7 F/Eb Bb/D Bb F F7 Bb

mf *p*

Rests in hea - ven - ly peace, Rests in hea - ven - ly peace.
Je - sus Christ is here, Je - sus Christ is here.
Je - sus Christ is here, Je - sus Christ is here.



If you have any questions, would like some support
or would like to tell us more about the event,
you can contact us via:

challenge@salvationarmy.org.uk

Many thanks for your support.

To hear the latest news from The Salvation Army,
follow us on our socials using the handle
@SalvationArmyUk

Learn more about our work at salvationarmy.org.uk