



## December 2017 Sunday Ministry Schedule part 1

Ministry Directors	NEW Duties & Times SUNDAY AM	December 3	December 10	December 17 Christmas Giving Service
Pr. Steve (503)515-7515	<b>MC 10:00 AM</b>	Deborah / Barbi	Steve / Nathan	Tony / Daneen
Ty B. (503) 481-4056	<b>Worship Leader 8:45</b>	Daneen	Ty	Deborah
Ty B. (503) 481-4056	<b>BAND SET UP 8:45 AM</b>	Tony & band	Steve B & band	Joe & band
Ty B. (503) 481-4056	<b>WORSHIP BAND Set up at 8:45 AM</b>	Dan, Ted, Trenton, Christy, Ty	Chris, Troy, Trenton, Daneen, Ty	Dan, Mark, Tom, Deborah, Ty
Ty B. (503) 481-4056	<b>Back- Up Singer 9:00</b>	Ty	Daneen	Marissa
Ty B. (503) 481-4056	<b>Sound Operator 8:45</b>	Tony	Steve B	Joe
Ty B. (503) 481-4056	<b>Room &amp; Signs 9:00</b>	Stephen	Stephen	Stephen
Dana ((360) 798-4778	<b>Prayer Leader 9:55</b>	Deborah	Clarene	Daneen
Ty B. (503) 481-4056	<b>Projection 10:10</b>	Devin	Kylie	Chase
Tim B.	<b>Literature 9:55</b>	Marissa	Melissa	Darcy
Tim B. 503-481-4055	<b>Hallway Host 10:00</b>	Sam	Tony	Jodi
	<b>Door Host 10:00</b>	Jeffrey	Melissa	Lexi
Tim B.	<b>Guest Host 10:00</b>	Marissa	Nancy	Darcy
Clarene 503-481-4055	<b>City Kids Teacher 10:00</b>	Clarene	Matthew	n/a
Clarene 503-481-4055	<b>Children's assistants</b>	Angelique, Chase	Kristin, Lexi	n/a
Clarene 503-481-4055	<b>Toddler's teacher</b>	Angela	Mary	Mary
Tim B. (503) 481-4056	<b>Prayer Ministry Team 10 AM</b>	Fred, Barbi, Tim, Kathi P	Nathan, Gerry, Helen, Kathy W	Matthew, Molly, Clarene, Pam N
Ty B. (503) 481-4056	<b>Band Tear Down</b>	Mike, Tony & band	Daniel, Steve B & band	Mike, Joe & band
Tim B.	<b>Snack Clean up</b>	Stephen	Melissa	Stephen

New to the ministry schedule? Please see the back for instructions on each ministry area.

**Remember....** If you can't be present or will be late call the ministry director for the area you are serving in.

## Sunday Ministry Job Descriptions-

### **Greeters & Hosts**

**Arrival times:** Please arrive no later than 10:35 am!

**Literature:** Please set up the literature table near the double door entrance to the room. Be ready to pass out the guest brochures when the MC asks for them after worship.

#### **Greeting Stations:**

Greeting host- There are *two* positions for the greeting hosts. One outside the door to the building. Who will open the door welcome people. The other is the room host, please see below for more on this.

Room Host- The room host will be just inside the main meeting room. Also roam in the room greeting people and first time guests the bulletin.

#### **The Host Duties**

- ▶ Pick up your Host badge from the plastic box under the literature table by **10:00 am**.
- ▶ Greet people, by welcoming then introducing yourself and asking their name and letting them know you are glad they are here.
- ▶ Door Greeter should give everyone bulletins at the first of them month or other literature we may be handing out. Be ready answer questions (IE: bathroom location, kid's classes)
- ▶ Guest Host Give visitors the monthly bulletin and be sure visitors they have a place to sit and feel welcomed.
- ▶ The Hall Host will be there just greeting and blessing everyone.
- ▶ Greeting host & room host should stay in their post until 11:20 to assist people coming in late.
- ▶ Both greeter and host should be ready to pass our the bulletin and visitor's brochure after worship.
- ▶ As soon as worship ends be ready to take up the offering then hand it to Ty or Tim

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- ▶ The Guest Host should return to the Lit Table as the service is ending in order to receive Connection Cards from our Guest and give them their gift.

#### **Projection**

Please arrive at the indicated time on the state on the other side. See Pastor Steve for any special direction. Log in on the computer to FH Worship profile and then open up both Video Presenter and Power Point, after programs open, open up the appropriate file with for the date, match day to date of file.

Steve or Ty will give you an agenda sheet so you will know the other of things. Also become familiar with the PowerPoint slides as they will also contain the videos for that service as well as with the songs slides, practice along with band if possible.

#### **Band Tear Down Up**

#### **No later than 10 min after church**

- ends:** Please grab the carts that carry the equipment and then bring it to the stage.
- Remove all mics from stand and carefully and neatly put them back in the mic case.
  - Disconnect the speakers audio and power cables and put the speakers in their cases.
  - Put all power cables in the gray bin. Then roll up and place all mic cables in the gray bin
  - When disconnecting cables from the audio mixer only disconnect the XLR cables, leave plugged in the ¼ connectors labeled Aux 1 to 6 (there are 6 of them)
  - Take all carts back to the K-house and place them in their designated spots according the map on the floor.

### **Sound Operator**

Please arrive no later than 9:15 AM and start bringing over the equipment along with the band members. Work with the band for the desired audio mix for the monitors when asked for help. Prioritize this mix first. Then work on creating a great house mix where vocals are clear and each instrument is heard.

You will need to come up to the stage before the speaker starts to speak to turn on the recording on the master iPad.

At the end of the service go to Master iPad, stop the recording, label who spoke, the system automatically dates it. Then save that setting so that it's finalized on the iPad iTunes App. Then assist in tear down.

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