

# FH NOVEMBER 2017 Sunday Ministry Schedule

Ministry Directors	NEW Duties & Times SUNDAY AM	NOV. 5	NOV. 12	NOV. 19	NOV. 26
Pr. Steve (503)515-7515	<b>SL 10:00 AM</b>	Steve / Barbi	Deborah / Tony	Daneen / Nathan	Dana / Barbi
Ty B. (503) 481-4056	<b>Worship Leader 8:45</b>	Daneen	Ty	Deborah	Ty
Ty B. (503) 481-4056	<b>BAND SET UP 8:45 AM</b>	Tony & band	Steve B & band	Joe & band	Mark & band
Ty B. (503) 481-4056	<b>WORSHIP BAND Set up at 8:45 AM</b>	Mike, Ted, Trenton, Christy, Ty	Dan, Ted, Trenton, Daneen, Ty	Steve, Mark, Tom, Deborah, Christy	Chris, Ted, Tom, Daneen, Ty
Ty B. (503) 481-4056	<b>Back- Up Singer 9:00</b>	Ty	Daneen	Marissa	Daneen
Ty B. (503) 481-4056	<b>Sound Operator 8:45</b>	Tony / Sonoman	Steve B	Joe	Mark
Ty B. (503) 481-4056	<b>Room &amp; Signs 9:00</b>	Stephen	Stephen	Stephen	Stephen
Dana ((360) 798-4778	<b>Prayer Leader 9:55</b>	Deborah	Clarene	Daneen	Dana
Ty B. (503) 481-4056	<b>Projection 10:10</b>	Devin	Chase	Kylie	Timothy
Tim B.	<b>Literature 9:55</b>	Darcy	Marissa	Jody	Darcy
Tim B. 503-481-4055	<b>Greeting Host 10:00</b>	Darcy	Marissa	Jody	Darcy
Tim B.	<b>Guest Host 10:00</b>	Jeffery P	Sam	Tony	Melissa
Clarene 503-481-4055	<b>City Kids Teacher 10:00</b>	Barbi	Matthew	Nathan	Loretta
Clarene 503-481-4055	<b>Children's assistants</b>	Angelique, Chase	Lisa B, Kylie	Kristen, Trenton	Marissa, Devin
Clarene 503-481-4055	<b>Toddler's teacher</b>	Mary	Angela	Mary	Angela
Tim B. (503) 481-4056	<b>Prayer Ministry Team</b>	Fred, Barbi, Tim, Kathi P	Nathan, Gerry, Helen, Kathy W	Matthew, Molly, Darcy, Pam N	Steve B, Christy, Clarene, Sonoman
Ty B. (503) 481-4056	<b>Band Tear Down</b>	Daniel, Tony & band	Mike, Steve B & band	Daniel, Joe & band	Mike, Mark & band
Anne K.	<b>Snack Clean up</b>	Stephen	Jody	Stephen	Melissa

**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- REVISED APRIL 2017

## **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 room welcoming all who enter people. The other is the guest host focusing on first time guests, please see below for more on this.

**Guest 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 10:35 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.
- ▶ Greeting host & Guest host should stay in their post until 11:20 to assist people coming in late.
- ▶ Both greeter and host should be ready to pass out the bulletin and visitor's brochure after worship.
- ▶ As soon as worship ends be ready to take up the offering then hand it to Daneen or Pastor Deborah.

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- ▶ After the offering is taken, please place the offering in offering pouch and give to Ty. Put the info and connections cards in the red pouch and place it in the literature bin.

### **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 PowerPoint, after the open, open up the appropriate file with for the date, match day to date of file.

Pastor 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 black bin. Then roll up and place all mic cables in the black 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 3<sup>rd</sup> floor of Cramer and place them in their designated spots in our closet (380)

## **Sound Operator**

*Please arrive no later than 8:50 AM* and start bringing over the equipment along with the band members. After set up, 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. Then assist in tear down.

### **Projection**

Please arrive at no later than 10:10 AM. See Pastor Steve or Ty for any special direction. Log in on the computer to FH Worship profile and then open up both Video Presenter and PowerPoint, after the open, open up the appropriate file with for the date, match day to date of file (this may already be done, if it's not then do this). Pastor or Ty will give you an agenda sheet so you will know the other of things. Also become familiar with the PowerPoint slides and the cues for changing the slides. Also look over the song slide to be sure they are the same song as on worship set.

### **Prayer Ministry Team**

On the Sunday you are scheduled to serve, please pick up your prayer ministry team badge prior to the start of the service. As the service starts to conclude and the speaker is wrapping it up, please make your way to the prayer ministry station.

All prayer ministry team members need to be ready to serve as the ministry team at every Sunday service when the following things take place:

1. Healing is called out and people are invited to get prayer for healing!
2. Other kinds of calls such as receiving ministry for breakthrough either given during worship or in the message. This including salvation altar call.