



OCTOBER 2016 Sunday Ministry Schedule

Ministry Directors	NEW Duties & Times SUNDAY AM	Oct. 16	Oct. 23	Oct. 30
Pr. Steve (503)515-7515	MC 10:00 AM	Ty	Daneen/Barbi/Deb	Deborah/Tom
Ty B. (503) 481-4056	Worship Leader 8:45	Deborah	Ty	Daneen
Ty B. (503) 481-4056	BAND SET UP 8:45 AM	Dan, Mark, Tom, Deb, Steven	Mark, Kurtis, Ted, Trenton, Joel, Ty	Dan, Mark, Jordan, Joe, Trenton, Ty,
Ty B. (503) 481-4056	WORSHIP BAND Set up at 8:45 AM	Dan, Mark, Tom, Deb, Steven A	Kurtis, Ted, Trenton, Daneen, Ty	Dan, Mark, Jordan, Daneen, Ty
Ty B. (503) 481-4056	Back- Up Singer 9:00	Steven A	Daneen	Ty
Ty B. (503) 481-4056	Sound Operator 8:45	Ty	Mark	Joe
Ty B. (503) 481-4056	Room & Signs 9:00	Stephen	Stephen	Stephen
Dana ((360) 798-4778	Prayer Leader 9:50	Clarene	Joe	Deborah
Ty B. 503) 481-4056	Projection 10:10	Kylie	Joel	Trenton
Tim B. 503-481-4057	Literature 9:55	Molly	Ann	Darcy
Tim B. 503-481-4057	Greeting Hosts 10:00	Table: Molly Door: Clarene	Table: Ann Door: Darcy	Table: Steven A Door: Dana
Clarene 503-481-4055	Children's Teacher (Lead) 10:00	Nathan	Loretta	Carm
Clarene 503-481-4055	Children's assistants	Kristi	Kylie	Angela
Tim B. 503-481-4057	Prayer Ministry Team	Tim, Clarene, Matthew	Nathan, Darcy, Stephen	Fred, Molly, Joe
Ty B. (503) 481-4056	Band Tear Down	Joshua, Ty, band	Joel, Mark, band	Joshua, Joe, band
Dana (360) 798-4778	Snack Clean up	Ann	Stephen	Ann

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

Remember.... If you can't be present PLEASE FIND A REPLACEMENT FOR YOUR MINISTRY JOB. If you are going to be late or have a last minute emergency then 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 10:35 am.
- ▶ Greet people, by welcoming them 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 maybe handing out. Be ready answer questions (IE: bathroom location, kid's classes)
- ▶ Room Host Give visitors the monthly bulletin and be sure visitors they have a place to sit.
- ▶ 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 Daneen or Pastor Deborah.

Continued on next column

- ▶ After the offering is taken, please place the offering, cards and other items in the **blue pouch** and give it to Deborah or Daneen.

SNACKS FOR Pre-Service Party

Please come ahead of time (10:30 or so) and put all the serving utensils, cups, napkins, etc to be ready for the pre-service party. This party will run right till 11 am when the service will start.

As soon as the service starts please put away all the food items. Leave out the water and coffee.

At the end of the service, clean up the area the refreshments where served in. Clean out the coffee pot and all other items used for making hot water, etc. Make sure the cooler is well sealed and that any items left over are given to people as we have no where to store perishables in this building!

Please take refreshment cart along with literature box back to the K-House storage before going home!

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.

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.

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.