

## NOVEMBER 2018 Sunday Ministry Schedule

Ministry Directors	NEW Duties & Times SUNDAY AM	November 4	November 11	November 18	November 24
Pr. Steve (503)515-7515	<b>MC 10:00 AM</b>	Daneen / Tony	Dana / Steve B	Ty / Spencer	Deborah / Tony
Ty B. (503) 481-4056	<b>Worship Leader 8:45</b>	Deborah	Ty	Daneen	Ty
Ty B. (503) 481-4056	<b>BAND SET UP 8:45 AM</b>	Spencer, Mike	Blake, Tony	Spencer, Trenton	Blake, Tony
Ty B. (503) 481-4056	<b>WORSHIP BAND Set up at 8:45 AM</b>	Dan, Ty, Luke, Deborah, Ted	Mike, Mark, Ty, Trenton, Daneen	Dan, Ted, Tom, Christy, Ty	Mike, Ted, Ty Trenton, Daneen
Ty B. (503) 481-4056	<b>Back- Up Singer 9:00</b>	Ted	Daneen	Marissa	Christy
Ty B. (503) 481-4056	<b>Sound Operator 8:45</b>	Mike	Tony	Trenton	Tony
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>	Daneen	Clarene	Dana	Deborah
Ty B. (503) 481-4056	<b>Projection 10:10</b>	Timothy	Kylie	Devin	Clarissa
Tim B. 503-481-4055	<b>Lit. &amp; Lead host 9:53</b>	Lisa Bottler	Marissa	Jody	Meghan
Tim B.	<b>Hallway Host 10:00</b>	Christy	Luke	Spencer	Juan
Tim B.	<b>Door Host 10:00</b>	Darcy	Amy	Tony	Terry
Tim B.	<b>Guest Host 10:00</b>	Gerry	Pam N	Edna	Kathryn
Clarene 503-481-4055	<b>City Kids Teacher 10:00</b>	Matthew	Spencer	Clarene	Matthew
Clarene 503-481-4055	<b>Children's assistants</b>	Kimberly / Amy	Arlene / Mercedes	Chase / Timothy	Becca / Kylie
Clarene 503-481-4055	<b>Toddler's teacher</b>	Marissa	Lisa/Kylie	Victoria	Kristen
Tim B. (503) 481-4056	<b>Prayer Ministry Team 10 AM</b>	Jeff P, Pam N, Ashlee, Tim	Matthew, Molly, Clarene, Christy,	Gerry, Helen, Lisa Bloom, Dana	Doug, Kimberly, Darcy, Kathi P
Ty B. (503) 481-4056	<b>Band Tear Down</b>	Jermaine, Mike, & band	Blake, Tony, & band	Jermaine, Trenton, & band	Blake, Tony, & band
Tim B.	<b>Snack Clean up</b>	Darcy	Pam N	Spencer	Terry

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 February 2018

### **Greeters & Hosts**

**Arrival times:** Please arrive no later than **10:00 am!**

**Literature:** Please set up the literature table near the double door entrance to the room at **9:55.**

All hosts ready to pass out the guest brochures when the MC asks for them after worship and take up the offering also.

#### **Greeting Stations:**

Hallway Host (G)- There are *two* positions for Hallway Hosts. Hallway host (G) will be by the info table *looking for guest and welcoming them*, handing them a guest brochure hosts, then they are to then introduce them to the **guest host** who is just inside the room, they will take over and help our hosts find a seat and meet others.

Hallway Host. The other hall host will be where the hallway comes to a T welcoming all and directing first time guest in the right direction of our service. Stay at your station until worship starts (after opening prayer).

Door Host. This host will be station at the main doors to welcome our church family and handing out literature to our regulars (Church bulletins and other materials). This person just welcomes and loves on everyone but in particularly our church family since the other host are focuses on guests.

Guest Host- Station yourself near the door just inside the room. You are to welcome our first time guest, help them find a seat and also introduce them to others. If they arrive before the worship begins, then point them to the coffee & pastries (if they arrive before service begins). Please stay at this post until 10:50 A.M.

#### **The Host Responsibilities**

- ▶ ALL are to pick up your Host badge from the plastic box under the literature table by **10:00 am.**

▶ *Continued on next column*

- ▶ The host assigned to set up the literature table needs to be there by 9:53 AM to set up the literature table so it's ready to go by 10 AM. A picture of table set up will be inside of the top lit to 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 PROJECTION profile. Be sure the internet is connected to "PSU Secure" and then open up Proclaim software and open up the file for the service date. Review the order of service and all the slides so you will understand what to show when. See the service agenda to get familiar with the flow.

Steve or Ty will give you an agenda sheet so you will know the other of things. Please go 'LIVE" at 10 AM

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

**No later then 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 Cramer all to the 3<sup>rd</sup> floor room 380 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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