

## January 2019 Sunday Ministry Schedule

Ministry Directors	NEW Duties & Times SUNDAY AM	January 6	January 13	January 20	January 27
Pr. Steve (503)515-7515	<b>MC 10:00 AM</b>	Steve / Tony	Ty / Jeff	Dana / Deborah	Daneen / Victoria
Ty B. (503) 481-4056	<b>Worship Leader 8:45</b>	Ty	Daneen	Ty	Deborah
Ty B. (503) 481-4056	<b>BAND SET UP 8:45 AM</b>	Spencer/ Jonathan	Blake	Spencer/Jonathan	Blake
Ty B. (503) 481-4056	<b>WORSHIP BAND Set up at 8:45 AM</b>	Chris, Ted, Trenton, Daneen, Ty	Dan, Ted, Luke, Daneen, Ty	Mike, Ted, Trenton, Christy, Ty	Dan, Mark, Luke, Deborah, Ty
Ty B. (503) 481-4056	<b>Back- Up Singer 9:00</b>	Daneen	Ty	Christy	Marissa
Ty B. (503) 481-4056	<b>Sound Operator 8:45</b>	Jonathan	Tony	Mark	Mike
Ty B. (503) 481-4056	<b>Room &amp; Signs 9:00</b>	Stephen	Stephen/Jonathan	Stephen	Stephen/Jonathan
Dana ((360) 798-4778	<b>Prayer Leader 9:55</b>	Deborah	Clarene	Dana	Daneen
Ty B. (503) 481-4056	<b>Projection 10:10</b>	Timothy	Kylie	Clarissa	Devin
Tim B. 503-481-4055	<b>Lead &amp; Guest host 9:53</b>	Jody	Lisa Bottler	Marissa	Meghan
Tim B.	<b>Hallway Host 10:00</b>	Doug	Mike	Tony	Juan
Tim B.	<b>Hallway Host 10:00</b>	Kimberly	Christy	Victoria	Terry
Tim B.	<b>Door Host 10:00</b>	Spencer	Vicki A	Pam N	Kathryn
Clarene 503-481-4055	<b>City Kids Teacher 10:00</b>	Clarene	Spencer	Matthew	Kimberly
Clarene 503-481-4055	<b>Children's assistants</b>	Chase, Angelique	Mercedes, Amy	Timothy	Trenton, Becca
Clarene 503-481-4055	<b>Toddler's teacher</b>	Victoria	Marissa	Lisa/Kylie	Victoria
Tim B. (503) 481-4056	<b>Prayer Ministry Team 10 AM</b>	Gerry, Helen, Lisa Bloom, Kathy W	Matthew, Molly, Clarene, Pam N	Doug, Kimberly, Darcy, Kathi P	Jeff P, Christy, Ashlee, Tim
Ty B. (503) 481-4056	<b>Band Tear Down</b>	Spencer, Jonathan, & band	Blake, Tony, & band	Spencer, Mark, Jonathan & band	Blake, Mike, & band
Tim B.	<b>Snack Clean up</b>	Doug	Vicki A	Pam N	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 **9:50**

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- There are *two* positions for Hallway Hosts. Both hallway hosts will be at the end of the hall where it T's. They will greet people and make sure guests know where we meet.

Hallway Host- this hallway host will also be at the T at the end of the hallway greeting and helping people find FH.

Door Host. This host will be stationed at the main doors and will welcome everyone coming into church. You will also make sure the door entry way is clear for people to walk into church. This person can also help guests find seating if they need.

Lead/Guest Host- This person is the lead host and also the guest host. You need to be there early to set up the tables. You will also greet all the guests giving them a bulletin and answering all questions they may have.

#### **The Host Responsibilities**

- ▶ ALL are to pick up your Host badge from the plastic box under the literature table by **10:00 am**. NO LATER than 10 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 stage 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 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 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.

---