



# JULY 2019 Sunday Ministry Schedule

Ministry Directors	Duties & Times SUNDAY AM	JULY 7	JULY 14	JULY 21	JULY 28
Pr. Steve (503)515-7515	<b>MC 10:00 AM</b>	Deborah / Marissa	Jeff / Tony	Ty / Deb / Martina	Daneen / Jonathan
Ty B. (503) 481-4056	<b>Worship Leaders 8:45</b>	Ted & William	Ty & Daneen	Daneen & Marissa	Deborah & William
Ty B. (503) 481-4056	<b>BAND SET UP 8:45 AM</b>	Jonathan, Tony, & band	Blake, Jonathan, & band	Blake, Jonathan, & band	Jonathan, Trenton, & band
Ty B. (503) 481-4056	<b>WORSHIP BAND Set up at 8:45 AM</b>	Dan, Naomi, Ted William, Christy	Dan, Ted, Trenton, Daneen, Ty	Dan, Ted, Trenton, Daneen, Ty	Mike, Ty, William, Deborah
Ty B.	<b>Back-Up Singer</b>	Christy	Kylie	Logan	Marissa
Ty B. (503) 481-4056	<b>Sound Operator 8:45</b>	Tony	Jonathan	Jonathan	Trenton
Tim (503) 481-4056	<b>Room &amp; Signs 9:00</b>	Stephen	Stephen	Stephen	Stephen
Dana ((360) 798-4778	<b>Prayer Leader 9:55</b>	Dana / Gerry	Jeff / Pam	Clarene / Kathryn	Daneen / Tony
Ty B. (503) 481-4056	<b>Projection 10:10</b>	Devin	Timothy	Kylie	Clarissa
Marissa 503-548-7250	<b>Lead &amp; Guest host 9:50</b>	Lisa Bottler	Jody	Meghan	Brittany
Marissa 503-548-7250	<b>Broadway Door Host 9</b>	Doug	Gerry	Juan	Logan
Marissa 503-548-7250	<b>Hallway Host 9:50</b>	Pam N	Spencer	Terry	Kathrine
Marissa 503-548-7250	<b>Room Door Host 9:50</b>	Kimberly	Lisa Bloom	Randi	Ruth
Clarene 503-481-4055	<b>City Kids Teacher 10:00</b>	Clarene	Martina	Spencer	Matthew
Clarene 503-481-4055	<b>Children's assistants</b>	Timothy, Becca	Chase, Brittany	Angelique	Mercedes ,Daniel
Clarene 503-481-4055	<b>Toddler's teacher</b>	Ruth	Marissa	Lisa Bottler & Kylie	Angela
Tim B. 503-481-4056	<b>Prayer Min. Team 10 AM</b>	Gerry, Helen, Tim, Dan M	Kathi P, Matthew, Molly, Ashlee	Doug, Kimberly Lisa Bloom, Jeff P	Clarene, Pam N, Kathy W, Ashlee
Ty B. (503) 481-4056	<b>Band Tear Down</b>	Jonathan, Tony, & band	Blake, Jonathan, & band	Blake, Jonathan, & band	Jonathan, Trenton, & band
Tim (503) 481-4056	<b>Snack Clean up</b>	Pam	Spencer	Juan	Logan

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 January 2019

### **Greeters & Hosts**

**Arrival times:** Please arrive no later than **9:00 am!**

**Literature:** Please set up the literature table near the double door entrance to the room at **9:50**. All hosts must be ready to pass out the guest brochures when the MC asks for them after worship and take up the offering also.

**Greeting Stations:**

### **The Host Responsibilities**

- ▶ ALL are to pick up your Host badge from the plastic box under the literature table by **9:55 am**. NO LATER than 9:55 AM
- ▶ 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 9:55 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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