



AUGUST 2019 Sunday Ministry Schedule

Ministry Directors	Duties & Times SUNDAY AM	August 4	August 11 Church In The Park	August 18	August 25
Pr. Steve (503)515-7515	MC 10:00 AM	Deborah / Marissa	Ty / Daneen	Dana / Martina	Ty / Tony
Ty B. (503) 481-4056	Worship Leaders 8:45	Ty / Daneen	William / Christy	Daneen / Ty	Deborah / William
Ty B. (503) 481-4056	BAND SET UP 8:45 AM	Tony & band	Ty & band	Tony & band	Jonathan & band
Ty B. (503) 481-4056	WORSHIP BAND Set up at 8:45 AM	Dan, Ted, Trenton, Daneen, Ty	William, Christy	Mike, Ted, Trenton, Christy, Ty	Steve, Naomi, Tom, Deborah, William
Ty B.	Back-Up Singer	Logan	-----	Christy	Marissa
Ty B. (503) 481-4056	Sound Operator 8:45	Tony	-----	William	Jonathan
Tim (503) 481-4056	Room & Signs 9:00	Stephen	Stephen	Chase	Ty
Dana ((360) 798-4778	Prayer Leader 9:55	Dana / Kathryn	-----	Clarene / Gerry	Daneen / Pam
Ty B. (503) 481-4056	Projection 10:10	Devin	-----	Timothy	Clarissa
Marissa 503-548-7250	Lead & Guest host 9:50	Lisa Bottler	Victoria	Meghan	Jody
Marissa 503-548-7250	Broadway Door Host 9	Mike	Pam	Juan	Doug
Marissa 503-548-7250	Hallway Host 9:50	Spencer	Lisa Bloom	Terry	Ruth
Marissa 503-548-7250	Room Door Host 9:50	Vicki A	-----	Randi	Kimberly
Clarene 503-481-4055	City Kids Teacher 10:00	Matthew	-----	Spencer	Clarene
Clarene 503-481-4055	Children's assistants	Angelique, Brittany	-----	Chase	Hannah, Becca
Clarene 503-481-4055	Toddler's teacher	Ruth	-----	Lisa/Kylie	Angela
Tim B. 503-481-4056	Prayer Min. Team 10 AM	Doug, Kimberly Lisa Bloom, Tim	-----	Gerry, Matthew, Molly, Helen	Christy, Kathy W, Pam, Dana
Ty B. (503) 481-4056	Band Tear Down	Tony & band	-----	Tony & band	Jonathan & band
Tim (503) 481-4056	Snack Clean up	Spencer	EVERYONE	Juan	Doug

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 3rd 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.
