



## SEPTEMBER Sunday Ministry Schedule

Ministry Directors	NEW Duties & Times SUNDAY AM	September 1	September 8	September 15	September 22 ENCOUNTER SUNDAY	September 29 At Hoffman Hall
Pr. Steve (503)515-7515	<b>MC 10:00 AM</b>	Deborah / Marissa	Steve / Jonathan	Dana / Martina	Steve / Tony	Jeff / Jonathan
Ty B. (503) 481-4056	<b>Worship Leaders 8:45</b>	Ty / Daneen	Daneen / Marissa	Deborah / Ted	Ty / Christy	William / Deborah
Ty B. (503) 481-4056	<b>BAND SET UP 8:45 AM</b>	Jonathan & band	Trenton & band	Tony & band	William & band	Logan, Devin & band
Ty B. (503) 481-4056	<b>WORSHIP BAND Set up at 8:45 AM</b>	TBA, Ted, Trenton, Daneen, Ty	Dan, Ty, William, Daneen, Christy	TBA, Naomi, Tom, Deborah, Ted	Dan, Ted, Trenton, Christy, Ty	Dan, Ted, William, Deborah
Ty B. (503) 481-4056	<b>Back- Up Singer 9:00</b>	Logan			Kylie	Marissa
Ty B. (503) 481-4056	<b>Sound Operator 8:45</b>	Jonathan	Trenton	Tony	William	Logan
Ty B. (503) 481-4056	<b>Room &amp; Signs 9:00</b>	Stephen	Stephen	Stephen	Stephen	Stephen
Dana ((360) 798-4778	<b>Prayer Leader 9:55</b>	Deborah / Gerry	Clarene / Kathryn	Dana / Christy	Jeff / Pam	Dana / Tony
Ty B. (503) 481-4056	<b>Projection 10:10</b>	Devin	Kylie	Timothy	Clarissa	Devin
Marissa 503-548-7250	<b>Table &amp; Lead Host 9:50</b>	Victoria	Brittany	Lisa Bottler	Meghan	Jody
Marissa 503-548-7250	<b>Broadway Host 9:50</b>	Terry	Gerry	Logan	Juan	Doug
Marissa 503-548-7250	<b>Door Host 9:50</b>	Pam	Helen	Randi	Terry	Kimberly
Marissa 503-548-7250	<b>Hallway Host 9:50</b>	Naomi	Ruth	Vicki A	Kathryn	Hannah
Clarene 503-481-4055	<b>City Kids Teacher 10:00</b>	Matthew	Clarene	Martina	Matthew	Clarene
Clarene 503-481-4055	<b>Children's assistants</b>	Angelique, Brittany	Timothy, Becca	Hannah, Mercedes	Daniel	Chase , TBA
Clarene 503-481-4055	<b>Toddler's teacher</b>	Marissa	Angela	Ruth	Lisa/Kylie	TBA
Jonathan 7072398402	<b>Lead of Safety Team</b>	Tony	Jonathan	Jonathan	Jonathan	Jonathan
Tim B. (503) 481-4056	<b>Prayer Ministry Team 10 AM</b>	Doug, Kimberly, Lisa bloom, Tim	Dana, Dan McNair, Pam, Blake	Christy, Gerry, Helen, Clarene	Logan, Kathi P, Jeff, Victoria	Matthew, Molly, Jonathan, Dana
Ty B. (503) 481-4056	<b>Band Tear Down</b>	Jonathan, Blake, & band	Trenton & band	Tony & band	William & band	Logan, Blake, Tony Ted, William, Dan
Tim B. (503) 481-4056	<b>Snack Clean up</b>	Pam	Gerry	Logan	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 February 2019

### **Greeters & Hosts**

**Arrival times:** Please arrive no later than **9:50 am!**

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

**Broadway Door Host-** This host will be just outside the Broadway doors greeting people and pointing them towards where to go.

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

**Lead/Guest Host-** This person is the lead host and also the guest host. You need to be there early to set up the info table and sign up station. Your focus is to identify and greet all the guests giving them a guest brochure and answer all questions they may have.

**Room 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.

#### **The Host Responsibilities**

- ▶ ALL are to pick up your Host badge from the plastic box under the literature table by **9:55 am**.
- ▶ The host assigned to set up the literature table needs to be there by 9:50 AM to set up the literature table so it's ready to go by 10:00 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 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.

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