



## February 2020 Sunday Ministry Schedule

Ministry Directors	Duties & Times SUNDAY AM	February 2	February 9	February 16	February 23
Pr. Steve (503)515-7415	<b>MC 10:00 AM</b>	Deborah / Tony	Dana / Marissa	Daneen / Jonathan	Ty / Martina
Ty B. (503) 481-4056	<b>Worship Leaders 8:45</b>	Daneen & Ty	William & Deborah	Ty & Christy	Daneen & Marissa
Ty B. (503) 481-4056	<b>BAND SET UP 8:45 AM</b>	Tony & band	Jonathan & band	Logan & band	Trenton & band
Ty B. (503) 481-4056	<b>WORSHIP BAND Set up at 8:45 AM</b>	Dan, Ted, Trenton, Daneen, Ty	David, Naomi, Tom, Deborah, William	Dan, Ted, Trenton, Christy, Ty	Steve, Ted, William, Daneen, Christy
Ty B.	<b>Back-Up Singer</b>	Naomi	Logan	Marissa	-----
Ty B. (503) 481-4056	<b>Sound Operator 8:45</b>	Tony	Jonathan	Logan	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>	Clarene / Christy	Dana / Pam	Daneen / Kathryn	Pam / Tony
Ty B. (503) 481-4056	<b>Projection 10:10</b>	Devin	Timothy	Clarissa	Kylie
Marissa 503-548-7250	<b>Lead &amp; Guest host 9:50</b>	Lisa Bottler	Ruth	Jody	Meghan
Marissa 503-548-7250	<b>Broadway Door Host 9:50</b>	Josh	Doug	David	Juan
Marissa 503-548-7250	<b>Hallway Host 9:50</b>	Logan	Peace	Lisa Bloom	Terry
Marissa 503-548-7250	<b>Room Door Host 9:50</b>	Victoria	Kimberly	Randi	Kathryn
Clarene 503-481-4055	<b>City Kids Teacher 10:00</b>	Hannah	Matthew	Clarene	Martina
Clarene 503-481-4055	<b>Children's assistants</b>	Angelique/Daniel	Tammy/Larry	Chase	Nunzio/Mercedes
Clarene 503-481-4055	<b>Toddler's teacher</b>	Sarah	Angela	Lisa/Kylie	Ruth
Tim B. 503-481-4056	<b>Prayer Min. Team 10 AM</b>	Jody, Tim, Matthew, Molly	Christy, Dan Mc, Logan, Clarene	Doug, Kimberly, Victoria, Blake	Jonathan, Pam, Dana, Tim
Jonathan 7072398402	<b>Safety Team Lead</b>	Jonathan	Tony	Jonathan	Tony
Ty B. (503) 481-4056	<b>Band Tear Down</b>	EVERYONE	Jonathan & band	Logan & band	Trenton & band
Tim (503) 481-4056	<b>Snack Clean up</b>	EVERYONE	Doug/Peace	David/Lisa Bloom	Juan/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 August 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 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 8:45 AM and start bringing over the equipment along with the band members. Work in setting up all the audio gear. Then at sound check, 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.

Be sure you test the wireless handheld at the end of the rehearsal so it's ready to go. Bring up the audio from the video channel to play background music as soon as band is done rehearsing. Do the same at the end of the service.

Assist with tear down. First be sure all 4 church iPads are collected and placed in the black backpack. Then assist the team with tear down of the all stage equipment and the return of the equipment to storage.

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