



# MARCH Sunday Ministry Schedule

Ministry Directors	Duties & Times SUNDAY AM	March 1	March 8	March 15	March 22	March 29
Pr. Steve (503)515-7515	<b>Service Leaders 10:00AM</b>	Tony	Marissa	Jonathan / William	Martina / Ted	Marissa
Pr. Steve	<b>Prophetic Flow Leader</b>	Deborah	Ty	Daneen	Deborah	Steve
Ty B. (503) 481-4056	<b>Worship Leaders 8:45</b>	Ty / Daneen	Deborah / William	Ty / Christy	Daneen / Marissa	Ty / Ted
Ty B. (503) 481-4056	<b>BAND SET UP 8:45 AM</b>	Jonathan & band	Tony & band	Logan & band	Trenton & band	William & band
Ty B. (503) 481-4056	<b>WORSHIP BAND Set up at 8:45 AM</b>	Dan, Ted, Trenton, Daneen, Ty	Dan, Naomi, Tom, Deborah, William	Dan, Ted, Trenton, Christy, Ty	Steve, Ty, William, Daneen, Christy	David, Mark, Ted Trenton, Daneen,
Ty B. (503) 481-4056	<b>Back- Up Singer 9:00</b>	Kylie	Logan	Naomi	William	Daneen
Ty B. (503) 481-4056	<b>Sound Operator 8:45</b>	Jonathan	Trenton	Logan	Tony	William
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>	Clarene / Christy	Dana / Kathryn	Daneen	Deborah/Tony	Clarene / Christy
Ty B. (503) 481-4056	<b>Projection 10:10</b>	Devin	Clarissa	Timothy	Kylie	Devin
Marissa 503-548-7250	<b>Table &amp; Lead Host 9:50</b>	Marissa	Lisa Bottler	Ruth	Jody	Meghan
Marissa 503-548-7250	<b>Broadway Host 9:50</b>	Blake	Josh	Doug	Peace	Juan
Marissa 503-548-7250	<b>Door Host 9:50</b>	Randi	Victoria	Kimberly	Vicki A	Kathryn
Marissa 503-548-7250	<b>Hallway Host 9:50</b>	Lisa Bloom	David	Hannah	Logan	Terry
Clarene 503-481-4055	<b>City Kids Teacher 10:00</b>	Hannah	Matthew	Martina	Clarene	Hannah
Clarene 503-481-4055	<b>Children's assistants</b>	Angelique/Daniel	Tammy/Larry	Chase	Nunzio/Mercedes	Angelique/Daniel
Clarene 503-481-4055	<b>Toddler's teacher</b>	Sarah	Angela	Lisa Bottler/Kylie	Ruth	Sarah
Jonathan 7072398402	<b>Lead of Safety Team</b>	Tony	Jonathan	Tony	Jonathan	Jonathan
Tim B. (503) 481-4056	<b>Prayer Ministry Team 10 AM</b>	Jody, Matthew, Molly, Christy	Ashlee, Dan Mc, Clarene, Blake	David, Jonathan, Lisa Bloom, Victoria	Kathy W, Tim, Doug, Kimberly	Victoria, Matthew, Molly, Blake
Ty B. (503) 481-4056	<b>Band Tear Down</b>	Jonathan & band	Tony & band	Logan & band	Trenton & band	William & band
Tim B. (503) 481-4056	<b>Snack Clean up</b>	Blake & Lisa Bloom	Josh & David	Doug & Hannah	Peace & Logan	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 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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