

# Sun 10am Roster Roles

<b>Singers</b>	Be ready to sing by 9am. If given the list of songs, practice any unfamiliar songs by listening to YouTube during the week.
<b>Projection</b>	Have the computer & projector on & Proclaim ready to go at 9am. At the end of the service, upload sermon recording & turn off projector & computer.
<b>Sound</b>	Be at church early enough to fully setup sound & sound check by 9am (typically 20min for midi's, 40min for band). At end of service, make sure all sound equipment is packed up neatly & turned off. Turn off church & cry-room lights, heating & cooling.
<b>Bible Reading</b>	Practice the reading during the week. Use NIV 2011 version.
<b>Prayer</b>	Be prepared – a written prayer is OK, or a list. Be creative. Be prayerful during the week about what you should pray. Remember that you are praying on behalf of the church. Pray for community / world issues. Keep it to less than 5min.
<b>Greeting</b>	Be on the door by 9:45am. Greet regulars, handout church newsletters and sermon outlines (if requested). Specially greet newcomers, ask them to sign the visitors book, give them a church flyer, walk them into the church and introduce them to somebody. At 10:15am, you can go sit in the church but sit near the back and be ready to help if anyone arrives late.
<b>Morning Tea</b>	Go to the kitchen during the last song. Serve tea/ coffee. Be particularly careful of safety with children (hot water / allergies) – no children allowed in the kitchen. Clean kitchen benches and hall tables with spray provided. Pack dishwasher & put on. Sweep & mop floor in kitchen & hall as needed.
<b>Cleaning</b>	Between Thursday afternoon and Sun morning, vacuum the church, cry-room, door mats and office stairs. Sweep and/or mop hall floor if needed. Tidy the rows of chairs in the church. Wipe down any tables if needed. Check toilets have paper towel & toilet paper & clean as needed (Jenny cleans the toilets fully on Wed's).

**If you cannot do your rostered spot, please arrange a swap yourself with someone else on the roster. Make sure you then inform the church office and the appropriate leader (e.g. worship leader for a singer or junior church teacher for a junior church helper).**



# Sun 10am Roster Roles

<b>Little Blessings (leader)</b>	<ul style="list-style-type: none"> <li>• Speak to your rostered helper the week before.</li> <li>• Be at church by 9:45am to setup the cry-room: open and hook open the door to the top room. Move furniture &amp; equipment to give a safe play area. Get out an appropriate number &amp; range of games &amp; toys.</li> <li>• When the worship leader announces it is time, be quickly into the cry-room to receive the children from their parents. Mark all children names off on the attendance sheet.</li> <li>• At the end of the time, pack all toys and games away neatly (e.g. the right puzzle pieces in the right box). Report any broken equipment or toys to the Little Blessings Coordinator. Clean the room if needed. Lock the door to the top room.</li> </ul>
<b>Little Blessings (helper)</b>	Assist the leader during the Little Blessings time and with pack up & clean up.
<b>Junior Church (teacher)</b>	<ul style="list-style-type: none"> <li>• Speak to your rostered helper the week before. You may like to give them part of the lesson or an activity to prepare.</li> <li>• Prepare the lesson &amp; activities using the material provided. If you are not going to follow the curriculum, you must let the Junior Church Coordinator &amp; the next rostered teacher know.</li> <li>• Be at church by 9:45am to setup the Junior Church room.</li> <li>• Mark all children names off on the attendance sheet.</li> <li>• At the end of the time, pack games &amp; craft equipment away neatly. Report any broken equipment or toys to the Junior Church Coordinator. Clean the room as needed. Turn off lights &amp; air-conditioning &amp; lock room.</li> </ul>
<b>Junior Church (helper)</b>	Go quickly to the Junior Church room when the time is announced. Assist the teacher during the lesson (in the background unless requested). Be alert to help with difficult children or to accompany children downstairs. Help with pack up & clean up.

**If you cannot do your rostered spot, please arrange a swap yourself with someone else on the roster. Make sure you then inform the church office and the appropriate leader (e.g. worship leader for a singer or junior church teacher for a junior church helper).**