

## Serving at St. John's on Sundays at 5pm



Good on you for thinking about serving in and through our congregation. Below is a description of each rostered ministry.

### Afternoon Tea

Arrive around 4pm so as to be ready to serve afternoon tea from 4:30pm. Preparing tea and coffee involves getting the urns on and the coffee machine warmed up (it takes around 20mins to heat up). The dishwasher also takes 20mins to heat up. Turn these on first.

Set out Water and glasses on a table in the foyer, as well as milk and sugar.

You are invited to and welcome to bring home baked / prepared food or fruit etc. But you can also feel free to either bring or use the sweet biscuits from the church supply.

Tea and Coffee is served from the kitchen corner window into foyer currently.

Pack up and clean up can commence around 10 to 5, but please be as sensitive and discreet with this so as to not break up conversations. The idea behind having two people rostered for this ministry is to make the cleanup faster. Please wash and put away all cups and plates and glasses etc in the kitchen and foyer.

### Easy Worship (Computer)

Arrive at 4:30pm to prepare and finalise the slides, words and any media for the service. This job involves a cheerful disposition when the kids minister brings a slide with 2 mins to go! It also involves alertness to the service/singing so as to stay one step ahead. Included in this ministry is recording the Bible reading and sermon using Audacity. Training available on request.

### Sound Desk Sound Control

Arrive at 4:15pm to set up microphones and stands etc. Find and establish a good mix of sound between singers and instruments. Control sound levels and microphones during service. Tidy up and reset sound equipment at the end of the service (equipment is left in a set up position). Full training is available.

### Music

We're always on the lookout for interested musicians, especially (but not only) Pianists and Guitarists. The best first move is to talk to one of our music team leaders (Dave, Kellie, Dave&Tanya; Chris & Andrea). Songs are selected weeks before the service, so as to facilitate practice. From 4:30pm there is a music team practice.

### Welcoming and Collect & Count

**Before service:** Turn heater on/off if necessary, greet attendees and hand out news sheet at the church door. Look out for new people and introduce them to other regular members. Stay positioned at the door to welcome newcomers for 5mins or so after the service starts.

**During Service** count those attending (for record keeping). Take up the Offertory Collection during the final song– passing the wooden bowls along each row, and then placing the bowls up on the communion table.

**After Service:** (service book & money bags are located in a plastic box under the communion table). Enter attendance and other details in service record book. Place the collection money and envelopes in a calico offering bags and put these bags in the office safe via slot in wall in the Hall. Turn off heaters and lights and tidy up church as applicable.

### Bible Reading

The Bible reading(s) are in the news sheet 1 week in advance. Prepare ahead by praying and reading aloud to practice the different characters or narrators voices. Please do not add any commentary at the start or end of the reading. At the end of the reading say "This is the word of the Lord" and the reply is "Thanks be to God".

## **Leading Prayer during the service**

The Prayer Leader prepares approx 5 minutes of intercessory (=asking) prayers to pray at the appropriate point in the service. Categories that can guide prayers include: For the Church; For the world; For our community and ourselves; For those in need. You could also consider: Our witness to Christ in the world; our mission partners. For particular and timely prayer requests, contact Mark or the Church office. Also refer Prayer Calendar. David Irish, Prayer Coordinator, can provide training. Mark can provide some further notes and helps on request.

## **Prayer Ministry**

While we want everyone to feel ready to pray for anyone in our church, twice a month we organise an opportunity to pray for individuals and their concerns (whether personal or for other people / circumstances). This ministry requires a willingness to listen well and then, depending on God's help to pray appropriately for the individual and the concerns. Prayer ministry occurs during the time of Communion on the 1<sup>st</sup> Sunday of the month; as well as immediately after the service on the 3<sup>rd</sup> Sunday of the month. David Irish, Prayer Coordinator, is available to provide training on request.

## **Communion Set up and Clean Up**

**Set up** at 4:30pm on the 1<sup>st</sup> Sunday of the month. Fill individual juice cups (plastic) from supplies in the kitchen. Set out the appropriate cloths and equipment. Large square cloth goes on the table. On top of this is the Cup (or Chalice) filled with wine. The round plate (Patten) is placed on top of the cup, covered with the 'white square thing' (Pall) on top of that. On one Pattern should be half a dozen gluten free wafers (the white ones with a red cross). Please get out another pattern for the half loaf of bread which Mark will bring to use. Cover the chalice and pall with the seasonal covering (normally green) and the same coloured square thing (Burse) goes on top of that, inside which is placed the cloth to wipe the cup (Purificator). Other white cloths to cover the juice cups.

**Clean up** involves removing all items to the kitchen. Sensitively and discreetly dispose of any remaining bread / wafers / wine / juice. Wash cup and plate with warm water. Dispose of plastic cups (we do not reuse them). The juice cup holders live in the kitchen. The cup and plate live in the Communion Table in their own bags.

*For any further information on any of the above ministries, please feel free to ask Mark (0422 331 765 or [Mark@stjohnshighton.org.au](mailto:Mark@stjohnshighton.org.au) or contact Jennie in the office – details below).*

## **Other ways to serve in and through our congregation?**

Kids Church

Our Kids Church teachers are on a roster, serving ~4 weeks per term. Working with Children Check required (free when acquired for Church work) and training is provided for this ministry. We use a set curriculum (Kids@Church at present) which requires 1-2 hours preparation for the 45-50min session. Interested in finding out more? Speak to Mark. The best way to begin is as a group helper /assistant during term or holiday times.

Youth ministry

Every Friday night, the St. John's Youth meet 6-9pm to hear God's word, to have fun and be encouraged.

Every Sunday we have a bible study in operation for our Junior youth (High School Yrs 7-9). Intersted in assisting? Finding out more? Speak to Joe D.

Communication

We are always looking to improve the way we communicate with each other as church. Are you interested to help with publishing, with online materials, with slides and data?

Info Tech and Sound

Do you have expertise in computers, networking, other info tech areas and/or Sound Desk operation and are able to provide some wisdom and help from time to time?

For all these contact Mark or Jennie in the office: [Jennie@stjohnshighton.org.au](mailto:Jennie@stjohnshighton.org.au) / 5243 3561