

Date	Service Leader	Welcoming (Arrive 9.30 am)	Sound Desk (Arrive 9.30 am)	Easy Worship (Arrive 9.30am)	Music Leader	Bible Reading	Communion preparation	Communion	Intercessions	Prayer Ministry	Morning Tea
5 February Communion	Will O	Jim & Ann Bufton	Nick Gil	Bek Orpwood	Chris B	Robin Burns Anita Taylor	Geoff and Makaleta Gill	Leisha Orpwood Geoff Trethowan	Tanya Thompson	Roy & Hilary Hoevenaars	Wheelers & Jill Müller
12 February	Mike K	Robin & Lyle Burns	Leisha Orpwood	Mandy Cox	Chris T	Roy Hoevenaars Sarah Perrin			Mark Perrin		Liz, Louise & Katherine
19 February Communion	Hilary H	Graeme Phipps Glenda Salmon	Roy Hoevenaars	Leisha Orpwood	Hilary H	Judi Moyle Meredith Cox	Daryll and Diane Webb	Daryll & Diane Webb	Tessa Schultink	Bev Randall Angela Grinter	Trethowans & Pam Carroll
26 February	Josh S	David & Dorothy Buck	Catherine Jackson	Lesley Jackson	Chris P	Peter Winstanley Nick Gill			Daryll Webb		Winstanleys & Trixie Phillips
5 March Communion	Leisha O	Bob & Lorraine Cochrane	Cassie Orpwood	Mandy Cox	Chris B	Ann Bufton Magda Phipps	Geoff and Makaleta Gill	Ane Mardon Geoff Gill	Hilary Hoevenaars	Daryll & Di Webb	Bucks & Moyles
12 March	Daryll W	Peter & Lyn Winstanley	Nick Gill	Cassie Orpwood	Chris T	Liz Sykes Geoff Gill			David Buck		Cochranes & Makaleta Gill
19 March	Church Camp										
26 March	Josh S	Megan Pett Tessa Schultink	Chris Thompson	Lesley Jackson	Chris P	Des Moyle Mandy Cox			Peter Taylor		Edwards & Angela Heyne
2 April Communion	Tanya T	Allison Whytcross Anita Taylor	Catherine Jackson	Bek Orpwood	Chris B	Hilary Hoevenaars Graeme Phipps	Geoff and Makaleta Gill	Calvin Schultink Geoff Trethowan	Esther Cohen	Roy & Hilary Hoevenaars	Wheelers & Trixie Phillips
9 April Easter	Will O	Angela Heyne Glenda Salmon	Bek Orpwood	Mandy Cox	Chris T	Alan Wheeler Sarah Perrin			Algernon Johannes		TBA
16 April Communion	Hilary H	Barry & Di Edwards	Roy Hoevenaars	Josh Simon	Hilary H	Lorraine Wheeler Nick Gill	Daryll and Diane Webb	Daryll & Diane Webb	Judi Moyle	Glenda Salmon Bev Randall	Liz, Louise & Katherine
23 April	Josh S	Jim & Ann Bufton	Nick Gill	Mike Kicevski	Chris P	Daryll Webb Anita Taylor			Roy Hoevenaars		Trethowans & Pam Carroll
30 April Communion	Mike K	Robin & Lyle Burns	Catherine Jackson	Lesley Jackson	Josh S	Robin Burns Meredith Cox	Angela Heyne Megan Pett	Roy & Hilary Hoevenaars	Leisha Orpwood	Daryll & Di Webb	Winstanleys & Allison Whytcross
7 May Communion	Leisha O	David & Dorothy Buck	Chris Thompson	Cassie Orpwood	Chris B	Ann Bufton Geoff Gill	Geoff and Makaleta Gill	Ane Mardon Leisha Orpwood	Tanya Thompson	Angela Grinter Glenda Salmon	Bucks & Jill Müller
14 May	Josh S	Graeme Phipps Beryl Ayres	Leisha Orpwood	Mandy Cox	Chris T	Peter Winstanley Magda Phipps			Mark Perrin		Moyles & Angela Heyne
21 May Communion	Will O	Bob & Lorraine Cochrane	Nick Gill	Leisha Orpwood	Will O	Liz Sykes Graeme Phipps	Daryll and Diane Webb	Geoff Trethowan Calvin Schultink	David Buck	Roy & Hilary Hoevenaars	Cochranes & Isobel Walker
28 May	Daryll W	Peter & Lyn Winstanley	Catherine Jackson	Lesley Jackson	Chris P	Des Moyle Mandy Cox			Tessa Schultink		Edwards & Makaleta Gill

Information about each ministry

Bible Reading

The readings are listed in the news sheet. The first named person should read the first reading listed. 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 approximately 5-7 minutes of intercessory prayer to share through the service. Contact the Church office for prayer requests. Also refer Prayer Calendar.

Prayer Ministry

Two people pray for the Holy Spirit to guide their prayers, before commencing to pray for those who seek individual prayer during the service of Holy Communion, or on non-communion Sundays, after the service.

Computer

Operate overhead data computer during service. Duties include checking order of service, and songs in Easy Worship software before service. Training available. Arrive by 9.30.

Sound Control at Audio Visual Desk

Control sound levels during service. Duties include arriving at 9:15, setting up microphones and setting sound level during music practice. Full training is available.

Communion preparation and clean up

Arrive at 9.30 am and set up for communion and clean up after the service.

Serving Communion

Prayerfully assist with serving communion wine/fruit juice to communicants. This involves following the Vicar as he gives the bread, and saying “the blood of Christ, shed for you”.

Welcoming

Before the service: Tidy the church/foyer as necessary. Turn heater or foyer fans on/off if necessary. Greet attendees and hand out news sheet. Be aware of visitors and offer them a visitor’s card.

During the service: Stay at doors until 10:15am. Count attendees. On Communion Sundays, count communicants and direct them to the front in order. Take up offering (when permitted). Ensure TV is operating in the Parents Room (it show words from the main screen in the church).

After the service: Enter attendance, communicants and other details in service record book. When collection of offering resumed, place contents of plate in calico offering bags and put these bags in the office safe via slot in wall in the foyer.

(Service book & money bags are located in a plastic box under the communion table).

Turn off heaters/fans and lights and tidy up church as applicable.

Music

We are keen to use talent from all age groups so don't be shy about offering. Talk to Esher Cohen, Hilary Hoevenaars, Chris Blackney, Will or Leisha Orpwood. Practice occurs before the service.

Kids Church (visit one week to have a look) Teachers are on a roster, serving 4 weeks per term. Working with Children Check required which is free when acquired for Church work.

You could also offer as a helper rather than a class teacher.

Morning Tea

Arrive at 9.30am before the service to prepare coffee machine, cups, biscuits etc. A few minutes before the end of the service finish preparations. Serve morning tea, then clean up when finished.

To assist you, instructions on how to operate all equipment are in a folder in the kitchen.