

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
6 February <b>Communion</b>	Chris Lynch	J and A Bufton	Bek Orpwood	Leisha Orpwood	Chris Blackney	Liz Sykes Roger Johnston	D and D Webb	Archbishop, Chris, Calvin	Mark Perrin	D and M Irish	Trethowans P Carroll
13 February	Will Orpwood	L and D MacKinnon	Chris Blackney	Ash Warren	Chris Thompson	Peter Winstanley Meredith Cox			Esther Cohen	D and D Webb	Edwards T Denham
20 February <b>Communion</b>	Leisha Orpwood	D and B Edwards	Nick Gill	Lesley Jackson	Will Orpwood	Ann Bufton Geoff Gill	G and M Gill	Geoff Gill, Geoff Trethowan	Alg Johannes	G Salmon C Thompson	Bucks G Phipps
27 February	Will Orpwood	J and J Arton- Powell	Chris Thompson	Many Cox	Chris Paulin	Des Moyle Jenni Arton-Powell			Tessa Creek	A Grinter B Randall	L Sykes L Hunt T Creek
6 March <b>Communion</b>	Tanya Thompson	A Taylor M Pett	Catherine Jackson	Ash Warren	Chris Blackney	Di Edwards Laura Mitchell	A Heyne D Buck	Daryll and Diane Webb	Chris Lynch	D and M Irish	Winstanleys Emily Dunn
13 March	Josh Simon	T Creek G Phipps	Will Orpwood Cassie Orpwood	Lesley Jackson	Chris Thompson	Kaye Rowse Magda Phipps			Judi Moyle	D and D Webb	MacKinnons A Heyne
20 March	<b>CHURCH CAMP – ANGLESEA</b>										
27 March	Daryll Webb	D and D Buck	Nick Gill	Mandy Cox	Chris Paulin	Judi Moyle Sarah Perrin			David Buck	G Salmon A Grinter	D and R Johnston
3 April <b>Communion</b>	Chris Lynch	P and L Winstanley	Chris Thompson	Ash Warren	Chris Blackney	Bev Randall Graeme Phipps	D and D Webb	Mike Cake Calvin Schultink	Leisha Orpwood	B Randall Diane Webb	Arton-Powells T Creek
10 April <i>School Holidays</i>	Will Orpwood	J and A Bufton	Chris Blackney	Bek Orpwood	Chris Thompson	Barry Edwards Mandy Cox			Josh Simon	D and M Irish	Trethowans P Carroll
17 April <b>EASTER Communion</b>	Josh Simon	L and D MacKinnon	Catherine Jackson	Lesley Jackson	Will Orpwood	Liz Sykes Meredith Cox	G and M Gill	Geoff Gill Chris Lynch	Tanya Thompson	A Grinter B Randall	Edwards T Denham
24 April <i>School Holidays</i>	Chris Lynch	D and B Edwards	Nick Gill	Mandy Cox	Chris Paulin	Peter Winstanley Anita Taylor			Peter Taylor	D and D Webb	Bucks G Phipps
1 May <b>Communion</b>	Leisha Orpwood	J and J Arton- Powell	Will Orpwood Cassie Orpwood	Ash Warren	Chris Blackney	Roger Johnston Ann Bufton	D and D Webb	Daryll and Diane Webb	Tessa Creek	G Salmon C Thompson	Winstanleys Emily Dunn
8 May <i>Mother's Day</i>	Will Orpwood	A Taylor M Pett	Chris Blackney	Lesley Jackson	Chris Thompson	Geoff Gill Laura Mitchell			John Arton- Powell	D and M Irish	L Sykes L Hunt T Creek
15 May <b>Communion</b>	Tanya Thompson	T Creek G Phipps	Chris Thompson	Mandy Cox	Will Orpwood	Di Edwards Jenni Arton-Powell	G and M Gill	G Trethowan Mike Cake	Daryll Webb	A Grinter B Randall	MacKinnons T Denham
22 May	Daryll Webb	D and D Buck	Catherine Jackson	Ash Warren	Chris Paulin	Des Moyle Magda Phipps			Chris Lynch	D and D Webb	D and R Johnston
29 May <b>Communion</b>	Will Orpwood	P and L Winstanley	Cassie Orpwood	Bek Orpwood	Josh Simon	Kaye Rowse Sarah Perrin	A Heyne M Pett	D and D Webb, Calvin S & G Gill	Will Orpwood	G Salmon C Thompson	J & J Arton- Powell

## [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.