



REDEMPTION HILL CHURCH

SERVING ROSTER

August 2011

"In all things I have shown you that by working hard in this way we must help the weak and remember the words of the Lord Jesus, how he himself said, 'It is more blessed to give than to receive.'"

- Acts 20:35

A faded, grayscale background image of a city skyline with various skyscrapers and buildings, positioned at the bottom of the page.

The Service

	Aug 7th	Aug 14th	Aug 21st	Aug 28th
Leading Service	Simon Murphy	Huai Tze Tan	Ivan Ossa	Aidan Spencer
First Service Communion	Alvin & Cheryl	James & Kimberly	Jeff & Nanette	Huai Tze & Cindy
Responsibilities for Community Groups	Jacob & Yvonne	Henning & Elissa	Daniel & Marja	Paul & Karen
Second Service Communion	N/A	Alex & Keri	Ivan & Michelle	Jacob & Yvonne
Responsibilities for Community Groups	N/A	Marchand & Liching	Simon & Tarryn	Lester & Melissa

▪ **Details on Communion Responsibilities for Community Groups:**

- The Community Group on duty should be at church by 8:55 and 11:10am for First and Second services respectively to be briefed by Community Group leaders.
- The Community Group on duty is not responsible for setting up the communion trays. The Setup team will set up the communion trays at the front of the auditorium on the Communion table where all ten trays will be laid out and leave them there for the community group on duty.
- While there are only ten trays available, we encourage all Community Group members to participate and be aware of any assistance needed during communion time.
- There will be pre-service briefings at 8:55am and 11:10am for the first and second services respectively. The community groups on duty will be assigned various areas of focus in the Ballroom by the Community Group Leaders in charge. This will allow for an orderly and efficient distribution of the communion elements.
- Community Groups will also be required to provide two “Greeters” to assist the Usher Team. Greeters are to stand at the doors leading to the Ballroom and will hand out the Announcement Sheets and welcome people as they arrive.

Music

	Aug 7th	Aug 14th	Aug 21st	Aug 28th
Worship Leader	Darrell	Aidan	Savio	Rennie
Guitar	Darrell	Aidan	Savio	Rennie
Keys		Karen	Stephen	Tarryn
Drums	Rennie	Tim	Micah	Raimy
Bass	Kenneth	Michael	Aidan	Stephen
Other		Daniel A		Tim
Electric Guitar	--	--	--	--
Backup Vocals/ Choir	Cheryl	Niki	Melanie	Annabelle
Audio Tech	Raimy & Patrick	Justin & Daniel Y	Daniel Y & Patrick	Craig & Daniel A
AV	Max Fun	Annabelle	Samantha	Hamish & Shumei

- **Details for Worship Team:**

- If you are unable to make it last minute due to an emergency, please call Aidan Spencer at +65 8499 2077. Aidan Spencer is to notify Rachel Berry of any changes.
- Practices for the worship team are on Saturdays from 1:00pm to 3:00pm, subject to change/confirmation by the worship leader.
- The worship team is to arrive on the Sunday morning at 7:00am in order to assist the Audio Tech team in setting up the audio & music equipment, and to rehearse.
- The worship team is expected to serve at both services and to help with the tearing down of the music equipment at the end of the second service.
- Worship team members that are unable to make it on the scheduled date, should contact their respective team leader as well as Aidan to make arrangements for a replacement.
- The worship team should come with the music prepared and practiced. For consideration of others, practices should not extend beyond the time allotted due to lack of practice or familiarity with the songs.

- **Details for the Audio Tech:**

- If you are unable to make it last minute due to an emergency, please call Aidan Spencer at +65 8499 2077. Aidan Spencer is to notify Rachel Berry of any changes.
- The person(s) rostered for sound on Sunday is/are expected to arrive at Excelsior Hotel at 7:00am to set up the audio and music equipment and to sound check the band.
- The Audio Tech team is expected to help with the tearing down of the audio and music equipment after the second service.

- **Details for the AV Team:**

- The songs and order for the songs should be prepared before Sunday morning. The AV Tech should communicate with the worship leader on the song list. Preparation on Sundays should not take place.
- The person responsible for AV should be at Excelsior Hotel at 8:00am on Sunday.
- By 8:30am on Sunday, the AV Team shall ensure the following:
 - that they have received the powerpoint slides from the church office, for the announcements and the sermon;
 - that they have laid the VGA cable, obtained the remote and checked that the laptop and projector are in working order;
 - confirmed the song list, verse, chorus, bridge sequences with worship leader;
 - confirmed the announcement powerpoint slides with announcement maker; and
 - confirmed the sermon powerpoint slides with the preacher.
- The AV tech should assist with the setup and packing up of all AV equipment including cables, screens, projectors, laptops and all other AV equipment.
- The AV Tech should check that the laptop being used for AV has the powersavings and screensaver setting disabled before the commencement of the service to avoid disruptions to the projection.
- After the service, the AV Tech should also remember to turn off the projector, coil up the VGA cable and return the projector remote.
- For the operation of Opensong, the AV Tech should try to memorise the flow of each song and which keyboard command (V, C, B, etc) will jump to the right slide. The AV Tech should also advance to the next lyric slide 1-2 seconds before the first word (of the next slide) has to be sung.
- For clicking of the powerpoint slides for announcements, the AV Tech should wait for the announcer to mention the item before bringing up the relevant slide.
- For clicking of the powerpoint slides for the sermon, the next scripture verse should be brought 2-3 seconds before the previous slide is fully read out. The sermon summary points are to be brought after the preacher mentions the point.

Community Team

	Aug 7th	Aug 14th	Aug 21st	Aug 28th
9:15 Welcome Desk Team	G.H & Laurie Swaleh, Jireh, Min Kam & Jenni Lien	Kurt & Christa Rosenberg, Sylvia, Anne & Greg Dauenhauer	Amy & Phil Bailey, Melissa Pang, Karen Tay	G.H & Laurie Swaleh, Dave & Karen Walton
11:30 Welcome Desk Team	N/A (Second service commences 14 Aug)	Hamish & Shumei, Yina Wright, Yu Lian, Jane	Ricci & Glenda Birchfield, Mark Davies, Andrew Peters	Wendy Smith, Jeff, Lavonne, Jordan & Logan Mazik
Usher Team	Team 1 Anna, Abby & Team	Team 2 Abby & Team	Team 1 Anna & Team	Team 2 Abby & Team

▪ **Details for Welcome Desk Team:**

- If you are unable to make it last minute due to an emergency, please call Karen Wetton at +65 9641 4876.
- The welcome desk team rostered should be at church by 8:30am on Sunday.
- The welcome desk team is responsible for setting up **and packing away** the following:
 - welcome desk (this includes all necessary welcome desk materials),
 - the offering tables at the back of the Tulip Ballroom (this includes Bibles, Flyers, Relate Cards, and all other handouts needed for the offering tables)
 - the welcome banners next to the welcome desk.
- The welcome desk team should wear their nametags at all times during service, even when not rostered on duty for that week.
- **Important Note on Working with the Setup Team:** Setup Team will only assist the welcome desk with making sure that the tables are in the correct positions and moving the box & materials needed from the storeroom to the Welcome Desk area. The Setup team will leave the box & materials behind the desk for the welcome team to setup and pack away. At the end of the service, the Setup Team will assist only with bringing the box back to the storeroom.

▪ **Details for the Usher Team:**

- If you are unable to make it last minute due to an emergency, please call Anna Verbyska at +65 9621 4572 or Rachel Berry at +65 8133 3129.
- The usher teams rostered should be at church by 8:45 and 11am in time for the the first and second services respectively.
- The usher team duties are the following:
 - 15mins before service – Ensure announcement sheets, relate cards and pens are ready for use when welcoming visitors
 - 10mins before service – Two (2) Greeters from the Community Group on duty will stand at the main doors handing out announcement sheets. Four (4) ushers stand near the back of the hall ready to usher people to available seats.

- 15mins into service – Close the doors to the Auditorium..
 - (During Service) – Be available along the passageways and especially in the back to usher in latecomers.
 - (After Service Ends) – Stand and roam the exit area ushering and inviting people for tea & coffee.
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- The usher team should wear their nametags when on duty.

Kingdom Kids

	Aug 7th	Aug 14th	Aug 21st	Aug 28th
Playhouse & Greenhouse Lesson	Lesson 15	Lesson 16	Lesson 17	Lesson 18
Lighthouse & Powerhouse Lesson	Lesson 30	Lesson 31	Lesson 32	Lesson 33
Storehouse Lesson	No Class	Welcome	Lesson 19	Lesson 20
Playhouse (18mth – 3 yrs)	Vong, Min & Kay	Steve & Jennifer	Hamish & Shumei, Sarah Low	Jeff & Nanette
Greenhouse (3 – 5 yrs)	Eben, Rene & Korinna	Yemima & Renny	Andrew & Luli, Naomi (1 st servc only)	G.H, Laurie & Sarrah
Lighthouse (6 – 8 yrs)	Elaine & Laura	Martha (1 st servc only) & Amy	Mandy	Moses & Vera
Powerhouse (9 – 11 yrs)	Robyn & Melanie	Alex & Liching	Anna & Rachel	Joanne, Meiyi & Jorel
Storehouse (12 – 14 yrs)	None	All Storehouse Teachers	Jon Z & Karen Tay	Issac & Sam

- If you are unable to make it last minute due to an emergency, please call Tarryn Murphy at +65 9137 7930.
- All Kingdom Kids teachers are teaching at both first and second services unless stated otherwise in the roster above.
- The Kingdom Kids teachers rostered should be at church by 8:45am on Sunday.
- **Important Note on Working with the Setup Team:** Please note that the Setup Team will assist the Kingdom Kids Teachers with moving the boxes (with the materials for each class) and kids furniture from the storeroom to the assigned classrooms. The Setup Team will ensure that all tables, chairs and tarpaulin sheets are set out correctly and will leave the relevant resource box in each classroom for the teacher to setup. At the end of the class, the Kingdom Kids Teacher will pack away the materials for the class into the respective boxes and the Setup Team will assist with picking up the box and returning it to the storeroom.
- At the end of each class, the teacher should take inventory of the materials that are running low/will be needed for following lessons and inform Tarryn Murphy so that she can purchase them and have them ready for the next class.
- If the snack supply in the classroom box is low, the teacher should refill the snacks from the main snack box (specially assigned for Kingdom Kids) in the locker.

Setup Team

	Aug 7th	Aug 14th	Aug 21st	Aug 28th
Team Leader	(Team 2) Jason & Asmine	(Team 4) Edward Sim	(Team 3) Rennie & Penny	(Team 1) Alex & Keri
	Matthew James	Matt & Owen Ferris	Moses & Vera	Jacob Abraham
	Delene Lee	Shawn Chen	Eugene Lim	Abby Mangrich
	Lily Lim	Jon Ziegler	Paul & Karen	Ashvina Sicharam
	Ben Ang	Yee Tong	Tony Nash	James Nobbs
	Zou YinJun	Kenneth Tay	Yvonne Koh	Max Fun
	Weixian & Weiling	Hui Leng	John Roberts	Ricci & Glenda
	Shaun Teo	Ng Li Pin	Phek Kin	Nizam
	Yina Wright	Too Hui Ting	Aaron & Cindy	Eduard Van Zy
	Savio Sebastian	Dianne Woo		
	Tarron & Charlotte Woon			

- If you are unable to make it last minute due to an emergency, please call your respective team leaders.
- The setup team rostered should be at church by 7:00am sharp on Sunday.
- The setup team is fully responsible for:
 - moving all items from the storeroom to their relevant positions in the Tulip Ballroom or smaller rooms.
 - set up and tear down of Mum's corner and baby crawl pen.
 - setup and tear down of all Kingdom Kids Classrooms (this includes setting up furniture, dividers, banners and bringing relevant resource boxes to the classrooms)
 - the setup and tear down of all church banners around the auditorium perimeter;
 - collecting all boxes from all other teams and packing the storeroom.
- For communion, please prepare communion trays at the communion table at the front of the hall at least 15mins before each service. **Immediately** after preparing them, wash the juice containers and leave them to dry during the service.
- Please try to use only 2 boxes (or 10 containers) of biscuits for communion so that there is no unnecessary wastage. Any leftovers should be packed away into the ziplock bags.
- Do not put any dirty/used containers/jug/ juice container back in the storage boxes. **Always** clean them first before storing.

- Please lay out the communion trays in the manner and arrangement as shown below.



- **Important Note on Working with other teams**

- ***Working with the Music Team, Sound & AV Tech:*** The music team, sound tech and AV team are fully responsible for the setup and storing of all their equipment. Setup team is only required to help with moving sound equipment from the storeroom to the Tulip Ballroom.
- ***Working with Kingdom Kids:*** Setup Team will assist the Kingdom Kids Teachers with moving the boxes (with the materials for each class) and kids furniture from the storeroom to the assigned classrooms. The Setup team will ensure that all Kids Ministry furniture is set out correctly (Please ask your team leader for a Setup Checklist which has further details) and will leave the relevant resource box in each classroom for the teacher to setup. At the end of the class, the Kingdom Kids Teacher will pack away the materials for the class into the respective boxes and the Setup Team will assist with picking up the box and furniture and returning it to the storeroom. Each resource box will be labeled for each classroom.
- ***Working with Community Groups on Communion Duties:*** The Setup Team will assist with setting up and serving the communion trays for the community groups. When this is done before service, the trays should be left at the front of the Auditorium and the assigned table. At the end of service, the setup team will collect the trays, clean them and store them.
- ***Working with the Community Team:*** Setup Team will only assist the welcome desk with making sure that the tables are in the correct positions and moving the box & materials needed from the storeroom to the Welcome Desk area. The Setup team will leave the box & materials behind the desk for the welcome team to setup and pack away. At the end of the service, the Setup Team will assist only with bringing the box back to the storeroom.