



REDEMPTION HILL CHURCH

SERVING ROSTER

January 2012

When he had washed their feet and put on his outer garments and resumed his place, he said to them, "Do you understand what I have done to you? You call me Teacher and Lord, and you are right, for so I am. If I then, your Lord and Teacher, have washed your feet, you also ought to wash one another's feet.

- John 13:12-14

The Service

	Jan 1st	Jan 8th	Jan 15th	Jan 22nd	Jan 29th
Leading Service	MURPHY/ NG	TAN	TAN	MURPHY/ CHAN	SPENCER
1st Service Communion Responsibilities for Community Groups	Jeff & Nanette Usher Team	Henning & Elissa Paul & Karen	Huai Tze & Cindy Tara Huber's Ladies' Group	Shuting's Ladies Group David & Joanne	Jeff & Nanette Henning & Elissa
2nd Service Communion Responsibilities for Community Groups	Ivan & Michelle Simon & Tarryn	Norman & Angela Lester & Melissa	Jon Ziegler Marchand & Liching	Alex & Keri	Jacob & Yvonne James & Kimberly

▪ **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 left 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.
- The community groups on duty will be assigned various areas of focus in the Auditorium by the Community Group Leaders in charge. This will allow for an orderly and efficient distribution of the communion elements.

Music

	Jan 1st	Jan 8th	Jan 15th	Jan 22nd	Jan 29th
Worship Leader	Rennie	Darrell	Aidan	Savio	Rennie
Guitar	Rennie	Darrell	Aidan	Savio	Rennie
Keys	Tarryn	Karen	Charisse	Karen	Charmaine
Drums	Raimy	Tim	Micah	Rennie	Raimy
Bass	Stephen	Kenneth	Michael	Tim	Kenneth
Other	--	--	Vicky (viola)	--	--
Electric Guitar	--		--	--	--
Backup Vocals/ Choir	Annabelle	Cheryl	Niki	Sara	Kimberly
Sound Tech (Sat)	Norman	Daniel Y	Craig	Justin	Patrick
Sound Tech (Sun)	Norman	Daniel Y	Craig	Justin	Patrick
AV	Max Fun	Samantha	Annabelle	Max Fun	Samantha

- **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 12:00nn to 2:00pm, subject to change/confirmation by the worship leader.
- The worship team is to arrive on the Sunday morning at 8:00am 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 Oriental Plaza at 8:00am 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 Oriental Plaza at 8:30am on Sunday.
- By 8:45am 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

	Jan 1st	Jan 8th	Jan 15th	Jan 22nd	Jan 29th
1st Service Welcome Desk Team	Min Kam	Jireh Chew	Hamish & Shumei, Anne & Greg	Andrew Peters, GH & Laurie	Sylvia, Kurt & Christa
2nd Service Welcome Desk Team	Yulian Tan & Melissa Pang	Mark Davies, Yina Wright & Jenni Lien	The Mazik Family	Wendy Smith, Jane George & Jane Ferris	Amy & Phil Bailey
Usher Teams	I/C: Feiting Woon	I/C: --	I/C: Feiting Woon	I/C: --	I/C: Feiting Woon
	1 st Service: Eric, Eliana Xinying	1 st Service: Dennis, Sharon, Abraham	1 st Service: Amy B, Xinying	1 st Service: Dennis, Sharon, Abraham	1 st Service: Sharon, Melissa, Eliana
	2 nd Service: Eric Karen, Jasparina	2 nd Service: Sherman, Sharon, Nancy	2 nd Service: Amy B, Jenni, Renny	2 nd Service: Sharon, Nancy, Jasparina	2 nd Service: Jenni, Sherman, Renny

▪ **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),
 - 'Loan bible' tables just outside third and forth floor Auditorium exits (this includes Bibles, Flyers, Relate Cards, and all other handouts needed)
 - 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 will stand on the Kids' Ministry level, directing people upstairs. Two (2) ushers will stand at the third floor entrance to the auditorium handing out announcement sheets. A further two (2) ushers will stand at the forth floor entrance handing out announcement sheets.
 - When service starts: close third floor door to Auditorium.
 - 15mins into service – Close fourth floor 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.
- The usher team should wear their nametags when on duty.

Kingdom Kids

	Jan 1st	Jan 8th	Jan 15th	Jan 22nd	Jan 29th
Playhouse Lesson	New material	New material	New material	New material	New material
Greenhouse Lesson	Lesson 30	Lesson 31	Lesson 32	Lesson 33	Lesson 34
Lighthouse & Powerhouse Lesson	Lesson 7	Lesson 8	Lesson 9	Lesson 10	Lesson 11
Storehouse Lesson	Attend Main Service	Lesson 30	Lesson 31	Lesson 32	Lesson 33
Playhouse (18mth – 3 yrs)	Steve & Jennifer	Min, Hamish & Shumei	1 st : Vong & Kay 2 nd : Vong & Gladys	1 st : Jeff & Nanette 2 nd : Naomi & Jenni	Steve & Jennifer
Greenhouse (3 – 5 yrs)	Korinna, Rene & Eben	1 st : Renny, Crystal, Yemima & Ed 2 nd : Renny & Yemima	GH, Laurie & Sarrah	1 st : Naomi, Andrew & Luli 2 nd : Andrew & Luli	1 st : Korinna Rene & Eben 2 nd : Korinna, Rene & Eben
Lighthouse (6 – 8 yrs)	Amy & Shaun	Mandy & Jorel	Moses & Vera	Laura & Deborah	Amy & Shaun
Powerhouse (9 – 11 yrs)	Lisa & Joanne T	1 st : Robyn & Helper 2 nd : Laura & Zach	Alex & Liching	Melanie & Erna	Lisa & Joanne T
Storehouse (12 – 14 yrs)	Attend Main Service	1 st : Joanne Lu 2 nd : Jon Z	1 st : Eric 2 nd : Amy Nash	1 st : Jeff H 2 nd : Karen Tay	1 st : Joanne Lu 2 nd : Jon Z

- 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.
- 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.

- All Kids Ministry resources should be stored in the built-in cabinates in each classroom when possible.
- 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

	Jan 1st	Jan 8th	Jan 15th	Jan 22nd	Jan 29th
Team Leader	(Team 3) Rennie & Penny	(Team 4) Edward Sim	(Team 1) Alex & Keri	(Team 2) Jason & Asmine	(Team 3) Rennie & Penny
	Moses & Vera	Matt & Owen Ferris	Jacob Abraham	Matthew James	Moses & Vera
	Paul & Karen	Shawn Chen	Elizabeth Daniella	Delene Lee	Paul & Karen
	Tony Nash	Jon Ziegler	Ashvina Sicharam	Lily Lim	Tony Nash
	Yvonne Koh	Kenneth Tay	James Nobbs	Ben Ang	Yvonne Koh
	John Roberts	Goh Hui Leng	Max Fun	Zou YinJun	John Roberts
	Phek Kin	Ng Li Pin	Nizam Sanusi	Weixian & Weiling	Phek Kin
	Charis Swartzentrub er	Too Hui Ting	Eduard Van Zy	Shaun Teo	Charis Swartzentrub er
	Isaac Teh	Eugene Lim	Savio Sebastian	Yina Wright	Isaac Teh
		Aaron & Cindy	Tarron & Charlotte	Eben Grobbelaar	

- 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 8:00am sharp on Sunday.
- The setup team is fully responsible for:
 - Moving Welcome Team items from the storeroom to the Welcome Area.
 - Setting up Communion and replenishing it during the intermission between services.
 - Preparing the Tea & Coffee area and Mums' Room.
- For communion, please prepare communion trays at the communion table at the front of the auditorium 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 Auditorium.
- ***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. Trays should be replenished in between services. At the end of service, the setup team will collect the trays, clean them and store them.
- ***Working with the Welcome 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.