



REDEMPTION HILL CHURCH

SERVING ROSTER

March 2011

"...even as the Son of Man came not to be served but to serve, and to give his life as a ransom for many."

- Matthew 20:28



Communion Responsibilities

| | March 6th | March 13 th | March 20 th | March 27th |
|-------------------------------------------------|----------------------------------|-------------------------------------|----------------------------------|---------------------------------|
| Communion Responsibilities for Community Groups | Huai Tze & Cindy Paul & Karen | Ivan & Michelle Lester & Melissa | Alvin & Cheryl Jacob & Yvonne | James & Kimberly Alex & Keri |

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

- The Community Group on duty should be at church by 10:10am to be briefed by the respective Community Group leaders.
- The Community Group on duty is not responsible for setting up (serving) the communion trays. The Setup team will set up (serve) the communion trays at the back of the auditorium in 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.
- During the pre-service briefing at 10:10am, 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

| | March 6th | March 13 th | March 20 th | March 27th |
|----------------|-----------------|------------------------|------------------------|---------------------|
| Worship Leader | Aidan Spencer | Ty Stakes | Aidan Spencer | Darrell Chan |
| Guitar | Aidan | Ty | Aidan | Stephen M. |
| Keys | Karen | Charmaine | Phil | Tarryn |
| Drums | Rennie | Raimy | Raimy | Tim |
| Bass | Steve B. | Stephen M. | Ty | Daniel |
| Others | ---- | ---- | ---- | ---- |
| Backup Vocals | Niki | Kimberly | Niki & Abbey | Cheryl & Susan |
| Audio Tech | Craig & Doug | Justin & Anita | Daniel & Patrick | Craig & Raimy |
| AV | Hamish & Shumei | Samantha Leo | Jon Soquier | Benjamin Van Caspel |

- The worship team, sound tech and AV should be at church by 9:15am on Sunday.
- Practices for the worship team and sound tech are on Saturdays from 12:30PM to 3:00PM, subject to change/confirmation by the worship leader.

- All instruments and sound equipment are to be stored under the left hand side of the stage.
- **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 the Charmaine Wong of any changes.
 - The worship team is to assist the Audio Tech in setting up and tearing down the audio & music equipment.
 - 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 Charmaine Wong of any changes.
 - The person(s) rostered for sound on Sunday is/are expected to attend the Saturday practice and take note of EQ levels, details and needs for the sound amplification of Sunday's service.
 - Craig Smith and/or Daniel Yap will be present for each practice and service to ensure that the person(s) rostered are trained on the usage of the new sound equipment for the dates that they are rostered for. This will be the arrangement until further notice.
- **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.
 - By 9:45am 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, retrieved the remote from padded locker 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 to the padded locker.
 - 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 2-3 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

| | March 6th | March 13 th | March 20 th | March 27th |
|-------------------|----------------|--------------------------------|------------------------|--------------------------------|
| Welcome Desk Team | Andrea & Wendy | Sylvia & Evan | Glenda & Ricci | Sylvia & Wendy |
| Usher Team | Team 2 | Team 1 | Team 2 | Team 1 |
| | Nancy Uy | Anna Verbytska | Nancy Uy | Anna Verbytska |
| | Bryce Wong | Abby Mangrich | Bryce Wong | Abby Mangrich |
| | Corey & Erin | Mili Tharakan | Corey & Erin | Mili Tharakan |
| | Renny Herdadi | Nancy, Gene & Gretchen Connick | Renny Herdadi | Nancy, Gene & Gretchen Connick |

- **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 9:45am on Sunday.
- The welcome desk 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 auditorium (this includes Bibles, Flyers, Relate Cards, and all other handouts needed for the offering tables)
 - the welcome banners next to the welcome desk.
- Please note that tablecloth for the welcome desk should be the red tablecloth found in the box. For standardization of tables in the service hall, no other table cloth should be used.
- The welcome desk team should wear their nametags when on duty.
- **Important Note on Working with the Setup Team:** Please note that the Setup Team will **only** assist the welcome desk with moving the tables into the correct positions and moving the box & materials needed from the locker to the auditorium. The Setup team will leave the box & materials at a corner in the back of the auditorium for the welcome desk to setup and keep. At the end of the service, the welcome desk team will keep the materials for the welcome desk, offering tables and banners in the respective box and the Setup Team will assist only with bringing the box downstairs and storing it in the locker.

- **Details for the Usher Team:**

- If you are unable to make it last minute due to an emergency, please call Charmaine Wong at +65 9633 0196.
- The usher team rostered should be at church by 10:10am on Sunday.
- The usher team duties are the following:

- 10:15am – Ensure welcome packs, relate cards and pens are ready for use when welcoming visitors
 - 10:20am – Two (2) ushers stand by the doors in the back and Four (4) ushers stand by the passageways. When standing there the main aim is to great people, and usher them to available seats.
 - 10:45am – Close the doors to the Auditorium and prepare to give out welcome packs. When visitors are announced, two (2) ushers should spot and memorize the location of the visitors while others distribute the welcome packs.
 - (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 downstairs for tea & coffee.
- The usher team should wear their nametags when on duty.

Kingdom Kids

| | March 6th | March 13 th | March 20 th | March 27th |
|---------------------------------------|----------------------------------------|--------------------------------|----------------------------------|----------------------------------------|
| Team | Team 4 | Team 1 | Team 2 | Team 3 |
| Big Kid Lesson | Lesson 8 | Lesson 9 | Lesson 10 | Lesson 11 |
| Small Kid Lesson | Lesson 110 | Lesson 111 | Lesson 112 | Lesson 113 |
| Playhouse Crèche (18mth – 3yr) | Kim Chong, Sarah Low & Hope Akin | Steve, Jennifer & Thizbe | Jeff, Nanette & Rosanna | Vong, Sarah & Sue |
| Greenhouse Little Kids (3-5 yr) | Andrew, Luli & Naomi | Rene, Eben & Korinna | Niki, Renny & Yemima | Steve, Sharon, Emma & Bethany |
| Lighthouse (6-8 yr) | Elaine & Laura | Amy & Martha | Mandy & Ivy | Moses & Vera |
| Powerhouse (9-11 yr) | Hilary, Amiel & Kyrianna | Joanne T., Meiji & Jorel | Rachel, Anna & Robyn | Alex, Liching & Melanie |
| Storehouse (6-8 yr) | Phil & Amy | Hamish & Shumei | Isaac, Samantha & Karen T. | Jeff Hinton & Joanne Lu |

- If you are unable to make it last minute due to an emergency, please call Tarryn Murphy at +65 9137 7930.
- The Kingdom Kids teachers rostered should be at church by 10:00am on Sunday.
- **Important Note on Working with the Setup Team:** Please note that the Setup Team will **only** assist the Kingdom Kids Teachers with moving the boxes (with the materials for each class) from the locker to the assigned classrooms. The Setup team will leave each box at a corner in the back of the classroom for the teacher to setup and keep. At the end of the class, the Kingdom Kids Teacher will keep the materials for the class in the respective box and the Setup Team will assist only with picking up the box and storing it in the locker.

- At the end of each class after keeping the box, 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.

Setup Team

| | March 6th | March 13 th | March 20 th | March 27th |
|-------------|------------------------------------|-----------------------------------------|--------------------------------------------|--------------------------------------------|
| Team Leader | (Team 4) Edward Sim | (Team 1) Alex & Keri | (Team 2) Jason & Asmine | (Team 3) Rennie & Penny |
| | Andrew & Keri | Sandy Lauf | Juliana Goh | Moses & Vera |
| | Stu Lynch | Sarah Low | Henning Horn | Gloria Hooper |
| | Jonathan Ziegler | Creasman Family | Matthew James | Paul & Karen |
| | Yee Tong & Cynthia | Abby Mangrich | Delene Lee | Tony Nash |
| | Kenneth Tay | Ashvina Sicharam | Doris Tan | Chris Morrison |
| | Hui Leng | Rachel Lewis | Lily Lim | Shawn Chen |
| | Chris Dixon | Alvin & Cheryl | Sharon Lai | Yvonne Koh |
| | Ng Li Pin | Ricci & Glenda | Ben Ang | John Roberts |
| | Too Hui Ting | Renee Lorentzen | Amy Watson | |
| | | Jon Soquier | Weixian & Weiling | |

- If you are unable to make it last minute due to an emergency, please call Jason Wee at +65 9875 2883 or Asmine Wee at +65 9363 2413.
- The setup team rostered should be at church by 9:00am sharp on Sunday.
- The setup team is fully responsible for:
 - the setup and tear down of all Food & Beverage in the fellowship area (This includes clearing the trash, cleaning all surfaces and containers for food and beverage and ensuring it is all stored and kept properly.);
 - the setup and tear down of all church banners around the auditorium perimeter;
 - collecting all boxes from all other teams and packing the lockers.
- Please do not leave unopened biscuits on the table before the service. At least one person from each setup team should be assigned to go the canteen (downstairs) 5 minutes before the service ends to open up the biscuits so that they are ready for consumption after service.
- No opened packs of sugar or milo or any other food product should be put back into containers.
- For communion, please prepare communion trays in the canteen (downstairs) and NOT in the service hall. **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. No assistance from the Setup Team is required.
- **Working with Kingdom Kids:** The Setup Team will only assist the Kingdom Kids Teachers with moving the boxes (with the materials for each class) from the locker to the assigned classrooms. The Setup team will leave each box at a corner in the back of the classroom for the teacher to setup and keep. At the end of the class, the Kingdom Kids Teacher will keep the materials for the class in the respective box and the Setup Team will assist only with picking up the box and storing it in the locker. Each 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 back 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:** The Setup Team will only assist the welcome desk with moving the tables into the correct positions and moving the box & materials needed from the locker to the auditorium. The Setup team will leave the box & materials at a corner in the back of the auditorium for the welcome desk to setup and keep. At the end of the service, the welcome desk team will keep the materials for the welcome desk, offering tables and banners in the respective box and the Setup Team will assist only with bringing the box downstairs and storing it in the locker.