



REDEMPTION HILL CHURCH

SERVING ROSTER

September 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 a street sign that says 'WAY'.

The Service

	Sep 4th	Sep 11th	Sep 18th	Sep 25th
Leading Service	TAN	MURPHY	TAN	SPENCER
First Service Communion Responsibilities for Community Groups	James & Kimberly Henning & Elissa	Jeff & Nanette Daniel & Marja	Huai Tze & Cindy Paul & Karen	Alvin & Cheryl James & Kimberly
Second Service Communion Responsibilities for Community Groups	Alex & Keri Marchand & Liching	Youth Group Simon & Tarryn	Ivan & Michelle Lester & Melissa	Alex & Keri Marchand & Liching

▪ **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 Auditorium and will hand out the Announcement Sheets and welcome people as they arrive.

Music

	Sep 4th	Sep 11th	Sep 18th	Sep 25th
Worship Leader	Aidan	Darrell	Rennie	Savio
Guitar	Aidan	Darrell	Rennie	Savio
Keys	Charisse	Karen	Stephen	Karen
Drums	Micah	Tim	Raimy	Rennie
Bass	Micheal	Kenneth	Aidan	Stephen
Other	--	--	--	--
Electric Guitar	--	--	Daniel A	Tim
Backup Vocals/ Choir	Niki	Cheryl	Abby	Annabelle
Audio Tech	Patrick & Daniel Y	Norman & Justin	Craig & Daniel Y	Daniel A & Raimy
AV	Samantha	Max Fun	Annabelle	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 1:00pm to 3:00pm, subject to change/confirmation by the worship leader.
- The worship team is to arrive on the Sunday morning at 7:30am 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 7:30am 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 8:00am 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

	Sep 4th	Sep 11th	Sep 18th	Sep 25th
9:15 Welcome Desk Team	Min Kam, Dave & Karen Walton	Kurt & Christa Rosenberg, Jireh, Anne & Greg Dauenhauer	Sylvia Akwaboah, Andrew Peters, Amy & Phil Bailey	Jane Ferris, G.H. & Laurie Swaleh
11:30 Welcome Desk Team	Karen Tay, Mark Davies	Yulian Tan, Wendy Smith, Melissa Pang	Yina Wright, Jane George, Ricci & Glenda	Hamish & Shumei, The Mazik Family
Usher Team	Team 1 Rachel Berry &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),
 - tables just outside third and fourth floor Auditorium exits (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 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 fourth 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

	Sep 4th	Sep 11th	Sep 18th	Sep 25th
Playhouse & Greenhouse Lesson	Lesson 19	Lesson 20	Lesson 21	Lesson 22
Lighthouse & Powerhouse Lesson	Lesson 18 pt2	Lesson 19	Lesson 20	Lesson 21
Storehouse Lesson	Attend Main Service	--	--	--
Playhouse (18mth – 3 yrs)	Sarah Bailey, Hamish & Shumei	1 st Svc: Jeff & Nanette 2 nd Svc: Naomi & Jenni	Steve & Jennifer	1 st Svc: Vong, Kay & Min 2 nd Svc: Vong & Min
Greenhouse (3 – 5 yrs)	Renny & Yemima	1 st Svc: Naomi, Andrew & Luli 2 nd Svc: Andrew & Luli	Korinna, Rene & Eben	G.H, Laurie & Sarrah
Lighthouse (6 – 8 yrs)	1 st Svc: Martha & Amy 2 nd Svc: Amy	Mandy & Jorel	Moses & Vera	Laura & Deborah
Powerhouse (9 – 11 yrs)	Alex & Liching	Joanne & Meiyi	1 st Svc: Robyn & Melanie 2 nd Svc: Melanie & Kimberly	Anna & Tarryn
Storehouse (12 – 14 yrs)	Attend Main Service	Jon Z & Karen Tay	Jeff H & Joanne Lu	--

- 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 cabinets 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

	Sep 4th	Sep 11th	Sep 18th	Sep 25th
Team Leader	(Team 2) Jason & Asmine	(Team 3) Rennie & Penny	(Team 4) Edward Sim	(Team 1) Alex & Keri
	Matthew James	Moses & Vera	Matt & Owen Ferris	Jacob Abraham
	Delene Lee	Paul & Karen	Shawn Chen	Abby Mangrich
	Lily Lim	Tony Nash	Jon Ziegler	Ashvina Sicharam
	Ben Ang	Yvonne Koh	Kenneth Tay	James Nobbs
	Zou YinJun	John Roberts	Hui Leng	Max Fun
	Weixian & Weiling	Phek Kin	Ng Li Pin	Ricci & Glenda
	Shaun Teo	Tarron & Charlotte	Too Hui Ting	Nizam
	Yina Wright		Eugene Lim	Eduard Van Zy
	Savio Sebastian		Aaron & Cindy	Tucker

- 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 7:30am 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 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 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.