



## **SUNDAY SERVING ESSENTIALS**

9AM & 1045

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# SERVICE LEADING

Thank you for serving our Lord and his people in this way. Service Leading is a very significant role and plays a big part in the gathering of believers on Sundays.

As a service leader you will be guiding our people in hearing and responding in faith to God's word the Bible. You will be helping our people come together to pray and rely on God. Because of this it is the responsibility of service leaders to ensure church is:

1. Smooth running and well organised — **orderly** cf. *1 Corinthians 14.33, 40, Colossians 2.5*
2. Intentional, clear and well presented — **purposeful** cf. *1 Corinthians 9, 10.31-11.1*
3. Authentic, friendly and fun — **joyful** cf. *Psalms 100, Jeremiah 31.10-14*
4. Engaging, accessible and thought provoking — **truthful** cf. *Romans 12.1-2, Acts 20.27*

Your preparation will involve prayerfully considering how to introduce the meeting and establish the theme of the morning, how to conclude and wrap things up, how to link elements at crucial moments and how to communicate with all people involved in the service.

The staff will prepare the run sheet order of service at their weekly meeting and send it to you by Monday. This is in order to help with clearer planning and communication for our church gatherings, and to connect preaching and church life more closely with our services.

Our service arrangements mean 9am Family Church will need to finish at 10.05 (because the petition has to be closed in preparation for 1045 KidsAlive by 10.20 at the latest).

All leaders need to be aware that our churches have a wide range of ages and demographics and so prepare accordingly.

## Service Leaders' responsibilities

### During the week

- Read passage and pray — noting we use the CSB translation
- Check details of service order sent Monday afternoon — confirm roster details, timing and people's involvement
- Touch base with the preacher to establish theme and any helpful links

- Plan and prepare your introduction and conclusion and any transitions
- Touch base with the congregational pastor on Thursday or Friday
  - confirm theme and details of church that week
  - consider the order of announcements and confirm who will be making them. This order needs to be reflected in the run sheet so it can match the PPT slides.
  - confirm what needs to get discussed in the prayer meeting
- Before the end of Thursday send out run sheet to confirm people's involvement and offer any input. Please be familiar with the guidelines for different roles in this document.
- **For 9am** you should also include on this email
  - Staff Team: Mark, Josh, Jacquie, JJ, Adrian
  - Magnification Leader: Dave Wilkinson [davecwilkinson@hotmail.com](mailto:davecwilkinson@hotmail.com)
  - PowerPoint: Fi Axford [fi.axford@gmail.com](mailto:fi.axford@gmail.com)
  - KidsAlive leaders:
    - Lauren Pittana [pittanalauren@gmail.com](mailto:pittanalauren@gmail.com)
    - Simon Graham [simon.t.graham@hotmail.com](mailto:simon.t.graham@hotmail.com)
    - Sam Graham [samantha.graham1301@gmail.com](mailto:samantha.graham1301@gmail.com)
  - Fusion: Dan Sperinck [dan@nac.asn.au](mailto:dan@nac.asn.au)
- **For 1045** you should also include on this email
  - Staff Team: Adrian, JJ, Jacquie, Mark, Josh
  - Magnification Leader: Phil Robinson [phil@robbo.com.au](mailto:phil@robbo.com.au)
  - PowerPoint: Fi Axford [fi.axford@gmail.com](mailto:fi.axford@gmail.com)
  - KidsAlive leaders:
    - Hannah Venhuizen [hannah.venhuizen15@gmail.com](mailto:hannah.venhuizen15@gmail.com)
    - Andrea Harrold [andrea.christina93@gmail.com](mailto:andrea.christina93@gmail.com)
- Always attach the link to this [Serving Essentials](#) document when you email the run sheet

### **On Sunday**

- Arrive at church at least 30 minutes before the service starts
- Make sure everyone involved is present and give them a printed copy of the run sheet

- Conduct prayer meeting with everyone involved at the front near the band area 10min before church starts.
  - briefly discuss theme of morning, what we're trying to achieve and how things fit in
  - confirm involvement, order, mike use, and transitions — will they just get up or be introduced?
  - remind people to be friendly and say their name
  - pray
- Start on time
- Ensure the smooth flowing from one segment to the next. You will need to be aware of the possibility of having to adjust the timing of things as church goes as we aim to finish on time
- Ensure the connection cards are clearly communicated, especially inviting visitors and newcomers because this is a crucial part of our strategy to welcome and integrate new people
- Include a reminder and encouragement regarding giving with clear instructions on how to respond
- You may have to modify your prepared conclusion depending on what's happened during church or teaching themes from the sermon
- Politely invite and encourage people to move over to Ministry Centre for morning tea and parents to sign out children. You may want to leave people with a question or thought to discuss over Morning Tea to encourage interaction with each other and God's word.

# BIBLE READING

- Read the passage for your own understanding and pray — noting we use the CSB version, the slightly updated latest version of the HCSB
- Read the passage aloud several times to practice
  - note any difficult words that need clarification
  - practice emphasis, pauses, breathing, pace etc.
- Arrive at church 15 minutes before the service starts
- Find out the page number in the church Bibles
- Attend the service leader's prayer meeting 10 minutes before church at the front of the building near the band area
- Double check on the run sheet when you are reading and whether you will be introduced or just hop up
- Introduce yourself, and offer church Bibles to newcomers via ushers
- Introduce the passage and page number and allow time for people to look it up
- Read with a clear voice into the microphone

# PRAYER

- Read the passage, check the run sheet for community news and things to pray about, noting if you are praying before or after the sermon
- Touch base with the service leader and plan what would be edifying for the church and honouring to God to pray about this week
- Check eNews on Fridays for any relevant prayer points you may want to include, as well as refer to monthly Prayer Matters
- Shape your prayers to the gospel priorities God's word gives us, asking for those things the Bible models to us.
- Write out your prayer so it is not distracting if you stumble, but practice it so you know it and are not reading it mechanically
- Make your prayers inclusive using the words "we pray" instead of "I pray"
- Aim for the prayers to take around 3-4 minutes
- Arrive at church 15 minutes before the service starts
- Attend the service leader's prayer meeting 10 minutes before church at the front of the building near the band area
- Double check on the run sheet when you are praying and whether you will be introduced or just hop up
- Introduce yourself
- Pray with a clear voice into the microphone

# **SINGING AND MUSIC**

(Co-ordinated by Lee Webb)

- Ensure that you check the roster and the dates that you are playing. The roster rotates through the 5 bands.
- If you're unavailable for the week you are playing, please try your best to organise a swap and let Lee and your Band Leader know.
- Parking for the band is available in the front yard and driveway of the rectory at 7 Thomas St
- Rehearsal is on Sunday at 8am. The band for that week plays at both 9am and 1045 services.
- Look at the songs allocated to your band that week. Practice and think about arrangement ideas.
- Afterwards, pack up musical equipment and leave the area neat and tidy.
- Have a think about any areas of improvement and also encourage each other in our exciting ministry.
- Each band has a Song Leader and Band Leader allocated.
- Attend the service leader's prayer meeting 10 minutes before church at the front of the building near the band area

## **Song Leaders**

- Make yourself familiar with the songs and arrangements – your phrasing will be followed by the other singer, and ultimately the band
- Introduce yourself and the other singer before the first song.
- Liaise with the service leader regarding which songs you are to introduce and keep track of the running order.
- Ensure slides are correct whilst you practice – the Power Point operator should be there to amend any discrepancies.

## **Band Leaders**

- Keep the band on track in the Sunday morning rehearsal and aim to be thorough but efficient.
- Encourage contribution from all band members and make decisions graciously

- Work closely with the Song Leader to allow the band to best support the singers so that the words of Gospel truth are clear and at the forefront.
- Organise one weeknight rehearsal each term to practice as a band. This will be a great opportunity to work on arrangements and band dynamics, without the Sunday morning rush.

# POWERPOINT

- For 9am arrive at church at 8.15am to assist the band with practice and check slides for song words etc.
- For 1045 arrive at 10.20am as the slides will be checked and ready etc.
- Check the PPT is ready to go and the announcements match the run sheet
- Bring up welcome slide on screen
- Attend the service leader's prayer meeting 10 minutes before church at the front of the building near the band
- Confirm if any presentations need the clicker
- Start countdown timer 5 minutes before the service starts
- Observe the PPT directions and slide information on the run sheet
- Be prepared to make last minute changes as things always come up

# SOUND

It is important that you have been trained to use the sound equipment and sound desk before serving in this ministry. For 9am see Dave Wilkinson and Ben Partlett, and at 1045 see Phil Robinson and Dan Cathers.

- For 9am arrive at church at 8am to assist the band with practice
- For 1045 arrive at 10.20am as the sound desk should already have the settings from 9am, you will need to turn off the sound in the back hall.
- Turn everything on in the correct order as indicated on the checklist found at the sound desk.
- Sound check the band and get fold-back levels correct
- Check all microphones that are going to be used
- Check all batteries are charged sufficiently
- Check with the powerpoint person if there is any audio/videos to come from the computer and test them
- Walk around and check the band mix in various areas throughout the church and back hall to check everything can be heard clearly
- Attend the service leader's prayer meeting 10 minutes before church at the front of the building near the band area
- Play background music from 5 minutes before the service, and ready to go for during connection cards and after the service
- Record sermon as indicated on the instructions found at the sound desk.
- Play background music after leader wraps up
- Pack up microphones
- Turn off sound desk in correct order

# MORNING TEA

Thank you for serving in this really important part of the life of our church. The Bible is full of encouragement for God's people to gather together and share friendship and love, and in particular to do this around food. From the beginning of the church Christians devoted themselves to breaking bread together as well as to hearing God's word, praying and fellowship (Acts 2.42). God has given us food not just to give us strength and nourishment, but as a way of experiencing joy and real unity together. Sharing food is a way of sharing love, laughter and our identity as God's people.

Morning Tea is also a great way for us to show real hospitality to newcomers and to make welcoming them even easier. It makes a clear statement about who we are and what our church community is on about.

Lastly, morning tea is a family time of sharing across generations. We really want morning tea to be a chance for all ages to share time together as they share food and drink together. It won't always be smooth and simple – but what family meal time is?

## **9AM FAMILY CHURCH** (Co-ordinated by Steph Robinson)

We have allocated a Hospitality Team and a Gospel Teams for Morning Tea each week. The Gospel Team will serve by providing food and the Hospitality Team will provide food as well as setting up, cleaning up and managing morning tea.

There will be around 140 adults and 100 kids and youth at 9am so please cater accordingly, remembering not to have nut products

### **GOSPEL TEAMS** (providing food)

- The Hospitality Team you are helping will contact you with information and suggestions on what you can bring and quantities.
- Food required from your team is 150 serves of sweet food plus 150 serves of savoury food.
- Please consider dietary issues in our congregation, making sure Morning Tea has nothing with nuts in it and there are things like Gluten Free options.
- Please deliver your food to the ministry centre kitchen no later than 8:45am.

- Please provide food ready for plating up (e.g. cut up if it's cheese, cooked if it's popcorn) as the Hospitality team won't have time for prepping food. It doesn't need to be on a platter etc (but you can if you like).

### **HOSPITALITY TEAMS** (managing Morning Tea, food, set up/packup)

- Food required from your team is 75 serves of sweet food plus 75 serves of savoury food, and 4 large fruit platters.
- Please consider dietary issues in our congregation, making sure Morning Tea has nothing with nuts in it and there are things like Gluten Free options. Please include one small platter of food for the 10 or so Gluten Free folks (be careful not to contaminate with Gluten containing food).
- 2 x 1L full cream milk and 2 x 1L light milk
- Please provide food ready for plating up
- Rosemary Webb is keeping an eye on stocks of consumables, disposable cups and cleaning supplies etc. Please let her know if something is running low (don't buy cups etc. as this can be a problem with matching the sizes and lids etc).
- Margie Farrand is keeping the 'back-up' biscuit box topped up (feel free to use if you find there's not enough food on the day).
- If you need to be reimbursed for food etc, please give your receipts to Sharon Partlett in the office.

### **Before Church**

- Arrive at 8.30. Gospel Teams will drop off food by 8:45.
- Touch base with KidsAlive leaders (Sam and Simon during term time, otherwise see Jacquie) to confirm set up and timing
- Fill and boil urns in the ministry centre kitchen (x2 hot water, x 1 coffee) use separate power points.
- Plate up food ready to go on tables after church
- Check glass water bottles in fridge are full.
- Fill large blue water tub for kids' drinks

### **10 mins before the service ends**

- Make sure everything is ready and plated up in the kitchen

- Once KidsAlive finishes, Fusion (under Dan Sperinck) will set out 4 tables for food, 2 tables for tea and coffee and 1 table outside for kids' drinks. 2 arrangements of chairs will also be set out.
- Put out the adults' food onto the tables in the ministry centre (ensure Gluten Free signs used where appropriate) GF food on table near urns please.
- Move urns out on to the left end of the tables, with disposable cups and lids, milk, sugar sachets, tea bags, instant coffee, stirrers/few teaspoons and the little black 'bin' (lined) for used tea bags etc. Provide all necessities at both the hot water and the coffee urn. Tell Ro Webb if supplies are low.
- Move glass water bottles and cups out to right end of the tables, leaving space for the KidsAlive Preschool sign out.
- Place two collapsible bins (lined with garbage bags) out for collecting rubbish.
- Place empty tub to collect used kids' plastic cups near kids' table

#### **During Morning Tea**

- Hand around food platters personally (a warm welcome and helps 'control' the consumption a bit).
- Briefly check every now and then to ensure there is enough water, tea, coffee, sugar etc.
- Tidy up platters as food runs down.
- Bring out more food once the first wave has died down.
- Emergency back-up biscuits in the ministry centre kitchen for use as needed (tell Margie if running low).

#### **After Morning Tea**

- Hand wash trays, cups, plates etc. in the ministry centre kitchen (unfortunately we can't carry things over to use the church dishwasher with 1045 KidsAlive setting up and running)
- Refill and turn on urns in the ministry centre for 1045 use
- Leave any left over coffee in urn for them to use up (leave turned on to remain hot).
- Refill kids' water tub and return tub for dirty cups

- Empty rubbish bins
- Wipe down tables, and leave the space clean and tidy for 1045 to use for morning tea
- Leave all cups, platters etc. clean and neatly in the ministry centre kitchen. We don't need to move anything back to the church
- Remember to take any platters or containers you brought food in with you
- Take tea towels home to wash and return.
- Take left overs home or label them in the fridge so others use them up.

## **1045 FAMILY CHURCH** (Co-ordinated by Ros Bailey and Nicole Donohoo)

There will be around 75 adults and 35 kids at 1045 so please cater accordingly. Please consider dietary issues in our congregation, making sure Morning Tea has nothing with nuts and there are things like Gluten Free options.

We'd love to have a morning tea feel that is somewhere in between a classic church morning tea and brunch. So more than some slices and less than a meal.

We are a family church, and remember KidsAlive starts with a small morning tea, so our food after church will be combined for everyone to share.

### **Before Church**

- Arrive at 10.20
- Give KidsAlive team kids' morning tea – in the back hall
  - Fruit
  - Something else like muffins, cupcakes, slice, biscuits, popcorn etc.
- Morning Tea resources will already be set up in the ministry centre from 9am

### **After the sermon (around 10-15 minutes before church finishes)**

- Plate up food
- Put out the shared food onto the tables in the ministry centre

- Check tea, coffee, and water and put out disposable coffee cups and lids
- Check two collapsible bins are out for collecting rubbish, one at coffee station and one at food tables.
- Place empty tub to collect used kids' plastic cups near kids' drink table

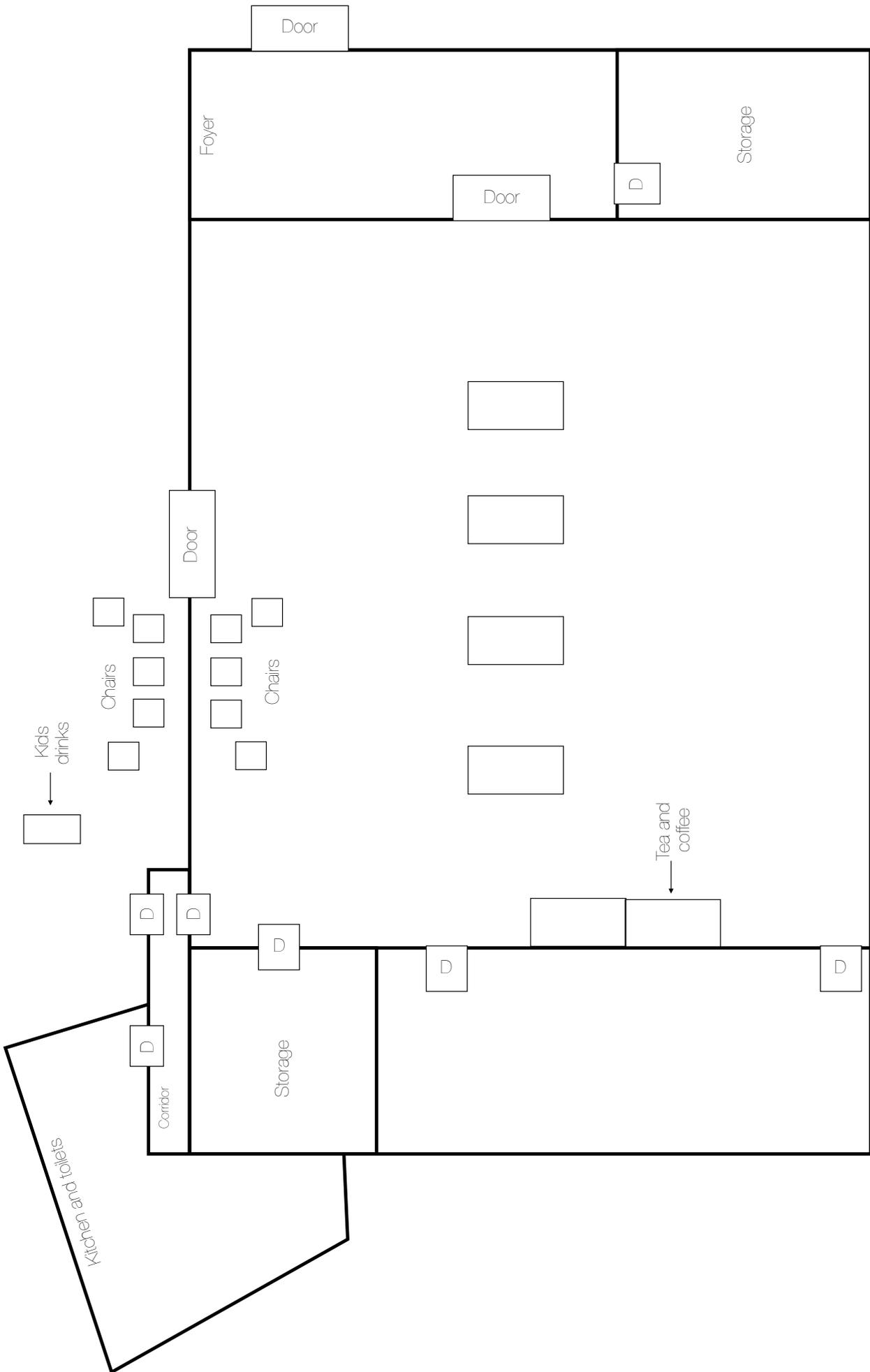
### **During Morning Tea**

- Talk to people and help them mingle and chat
- Briefly check every now and then to ensure there is enough water, tea, coffee, sugar etc.

### **After Morning Tea**

- Cleaning supplies will be found in the Ministry Centre Kitchen
- Either hand wash in the ministry centre kitchen, or carry over to the church kitchen and dishwasher.
- Empty rubbish bins
- Wipe down tables and return to storage room in front of ministry centre
- Return all cups, platters etc. to the kitchen storage
- Remember to take any platters or containers you brought food in with you

# Location and set up of Morning Tea for 9am and 1045am.



# CRÈCHE

A WWCC and up to date Safe Ministry training is required to serve in crèche.

- Crèche is held in the meeting room, off the foyer of the main church building
- A minimum of 2 adults is required, with a ratio of children to adults of 4:1
- If any nappies need changing take the children back to their parents for the nappy change. Same applies for children needing to use the toilet.

## **9AM FAMILY CHURCH** (co-ordinated by Ros Koroma)

- 3 people are rostered each week
- Person # 1 will be responsible for setting up. Please arrive at 8:30am to set up the room with toys and books from the cupboard
- Sign in opens at 8.45am
- At the end of creche, make the room tidy but leave toys and books out for the 1045 service.

## **1045 FAMILY CHURCH**

- 3 people are rostered each week
- Arrive at 10.25am. 9am will have kindly left the room set up for you!
- Sign in opens at 10.35am
- Pack away all toys and move furniture back into the meeting room

# VERGING

The vergers serve by making sure our church is set up well so that we are able to gather together. This includes opening the church building, helping to set up any chairs and tables, correctly handling any money collected, and making sure the building is cleaned, packed-up and locked up.

## 9AM FAMILY CHURCH

### Week before your rostered service

- Obtain the 9am safe key off the person verging after they have completed their duties.

### Before Church

- Arrive by 8.00am to open up the meeting spaces (church, back hall, Ministry Centre, meeting room)
- Turn on all lights and if needed turn on the air conditioning, otherwise open windows
- Sweep/use the church blower clear the breezeway and remove any rubbish from the backyard and around the grounds
- Set up 9am Drop-off zone with witches' hats (2 car spaces starting from disabled parking space)
- Empty any rubbish bins from kitchen, meeting room and toilets
- Check the toilets have sufficient paper towels and toilet paper rolls (extra supplies in second pantry next to kitchen).
- Ensure there is enough chairs out (~250), and the partition is open.
- If everything is in place, feel free to assist the morning tea or welcoming teams as required

### After Church

- Make sure the partition is closed straight after church — at the latest by 10:20am
- With an usher, clear money from collection boxes into the safe, placing in the correct congregation bags found inside the safe.
- Pass the 9am safe key on to next week's verger.
- Help tidy and check all rubbish is removed from the church, and the chairs are straightened ready for the next service.

# **1045 FAMILY CHURCH**

## **Week before your rostered service**

- Obtain the 1045 safe key off the person verging after they have completed their duties.

## **Before Church**

- Arrive by 10.00am
- Ensure the partition is closed (at the latest but 10.20am) and the chairs in the back hall are away.
- Empty any rubbish bins from kitchen, meeting room and toilets
- Check the toilets have sufficient paper towels and toilet paper rolls (extra supplies in second pantry next to kitchen).
- If everything is in place, feel free to assist the morning tea or welcoming teams as required.

## **After Church**

- With an usher, clear money from collection boxes into the safe, placing in the correct congregation bags found inside the safe.
- Pass the 1045 safe key on to next week's verger.
- Tidy and check all rubbish is removed from the church, and the chairs are straightened ready for the next service.
- If required, vacuum the church building.

## **Locking the Church**

If you are required to lock the church building, please follow the "Exit Instructions" which are found on the inside of the foyer cupboard door.