

Sunday Morning Service (9.30am). Worship Roles.

Door stewards (as per roster)

- Arrive at approximately 9am. Ensure you have the church key. Open the hall and toilets, back and front doors of church.
- Turn on PA system at switch on the brick wall behind the organ stool. If there is an organist, the organist will turn it on.
- Open windows and turn on lights, fans or heaters as required.
- If there are any flowers in the church from a previous service/event, please remove any dead ones prior to today's service.
- Put hymn numbers up on the board, or ask someone else to do so.
- Greet people as they arrive and distribute orders of service, Bulletins and any other printed materials.
- Bring offering box into church as service begins.
- Leave front door open. (Close back door if windy.)
- Bring offering and grocery donations to the communion table at the appropriate time in the service. Stand at communion table while the Doxology is sung. ("Praise God from whom all blessings flow...")
- After the service, close windows, turn off lights, fans/heaters etc and PA system (if you have turned it on).
- Ensure that the offering has been collected by the Treasurer and grocery items have been removed.
- Close church doors when everyone has left.
- Close up toilets, hall etc after morning tea, or arrange with morning tea people to do so.

Minister/preacher (as per roster)

- Prepare order of service, including reflection/sermon.
- Liaise with rostered organist in advance re selection of hymns/music in advance.
- Inform other rostered participants in service of their parts eg Bible reader, elder etc.
- Email, in advance, a copy of service to Church Council secretary, Sigrid Hall (sigridhall22@gmail.com) who will forward it to the congregation and make 30 paper copies for the service.
- A full description of the minister's role can be found elsewhere.

Organist/Pianist (as per roster)

- Liaise with minister/preacher in advance re selection of hymns/music.
- Turn on Organ and PA system at the master switch on the brick wall behind the organ stool.
- Play prelude prior to service commencing.
- Lead chosen hymns.
- During offering, play a short offertory piece if requested, and play Doxology TIS 768 (ii).
- Close the service with threefold Amen.
- Play postlude after the service.
- Turn off master switch behind organ stool after switching organ off.

Elder(s) (as per roster)

- Arrive early so that you can greet any newcomers prior to the service.
- A few minutes before the service starts, join the minister/preacher in the vestry and lead a short prayer with them.
- Open the service at 9.30am by welcoming all, especially any visitors (naming them if possible), thanking the minister/preacher, and making any announcements – either from the Bulletin or if asked to do so by other members of the congregation. You may include an Acknowledgement of Country as part of the welcome.
- Conclude announcements with “Now let us worship God.”
- On the third Sunday of each month, the elder will prepare and lead the Prayers of the People.
- The minister/preacher may ask the elder to take other parts in the service, by arrangement.
- On Communion Sundays, two elders (or an elder and a helper) are required to distribute the elements and, usually, to take part in the spoken liturgy. (See Preparation and Serving of Communion.)

Bible reader (as per roster)

- The minister/preacher will inform you in advance of the Bible readings for the day. These are usually taken from the UCA Lectionary and are printed in the fortnightly Bulletin.
- There may be one or more readings and the minister/preacher will advise you when each passage is to be read during the service.
- You may use your own Bible or one from the pews or a print-out of the reading or read from a digital device. (We usually use the Good News version of the Bible.)
- At the end of the last reading in the service, say something like: “This is the word of the Lord; thanks be to God.” Or “May God add to this reading from his Word.” ‘

Data projectionist

- The minister/preacher will liaise with you as to whether the data projector will be used in the next week’s service and will forward to you any material to be displayed.
- The congregation may be asked to send you material (eg photos) on particular occasions.
- You may be asked to prepare a PowerPoint presentation for the service, with a series of slides to be projected onto the screen. Any text on the slides should be of a size which can easily be read on the screen by the congregation. (We recommend size 32 font.) Where possible, in Powerpoint Design tab, set the Slide Size to “on-screen show 16:10” aspect ratio to ensure screen is filled.
- You will be required to provide your own laptop computer and this is connected to the cabling for the data projector in the choir loft.
- HDMI connection cables and the remote control for the Data Projector are stored in the bottom cupboard of the PA system next to the data projector.
- If audio is needed from the computer, the PA system must be On. (Master switch is on the wall behind the organ stool.) The PA system has a mixer on the top shelf and the “D-Proj” input is the data projector. The computer must output audio through the HDMI connection.

- Instructions for using the data projector are on a laminated sheet sitting on the projector. Please do not change settings or cables on the projector. (Note: after the data projector is turned off, an orange light still remains lit.)
- We have a “remote clicker” which can be used to operate the PowerPoint from the chancel area but the data projectionist usually sits beside the computer in the choir loft during the service. The remote clicker is available from Craig Hall 0417-663-284. There is a USB dongle slotted into the remote clicker that must be inserted into the computer. Please make sure the dongle is returned to its slot after use.

Morning Tea (as per roster)

Morning tea is provided after each Sunday morning service. You are asked to:

- Come early to set up the hall with chairs and tables as required; put on urn to heat; set out cups and saucers/mugs, tea, coffee, water, milk and sugar and prepare food as required.
- After the service, set out food and serve members with hot/cold drinks as requested.
- After morning tea, wash, dry and put away dishes and cutlery. Return tables and chairs to their places. Sweep up any crumbs in hall. Put out rubbish bin.
- Before you leave, please check that all hall doors and windows are closed and locked and the toilets are also closed and locked.
- As you are likely to be the last people off the premises, please close the driveway gates behind you.