



MCC Worship Rota July—Aug 2009

*Following Jesus, Enjoying God's Presence Together,
Sharing God's love with others,
Helping others to become wholehearted followers of Jesus.*

Date	Sunday 28 June	Sunday July 05	Sunday July 12	Sunday 19 July	Sunday 26 July	Sunday 2 Aug	Sunday 9 Aug	Sunday 16 Aug	Sunday 23 Aug	Sunday Aug 30
Preaching	Kevin	Kevin	Kevin	Kevin	Keith	Keith	Laurene	Lorraine	Keith	Keith
Other Events				Sports Camp		Communion				
Worship Leader / Team	Heather	Claire	Claire	Deborah	Naomi	Lorraine	Tom	Deborah	Colin S (TBC)	Team 1
Children's Slot	Chris	Kevin	Patrick	Hamilton Rd	Martha	—	Heather	Laurene	Patrick	Chris
Prayers of Intercession	John M	Ann	Dorothy	Claire	Ian	Kenny	Laurene	Patrick	Ann	Claire
Car Park Signs & Welcome Desk	Kenny Claire	John H	Ciara Laurene	Shauna Megan	Jessica Nelien	Sinead Megan	Ian James	Kenny Ciara	Dorothy Alan A	Sinead Conor Mc
Collection	Kenny	Kenny	Clem	Clem	Dewald	Dewald	Ian	Ian	Robert	Robert
JAM/Helper	Ines Hannah	Ann Ellen	Chris Rachel D	Dorothy Shauna	Sinead Megan	Shauna Jess	Vicki Benjamin	Dorothy Lauren	Sheena Conor	Ines Ciara
Crèche (if needed)	-	-	-	-	-	-	-	-	-	-
Projector & Sound System	Colm	Adam	Clem	Charlie	Adam	Tommy	Patrick	Charlie	Clem	Colm
Tea & Coffee	Lorraine W Ann	Steffi Ines	Ian Laurene	Sinead Drew	Chris Richard	Miriam John M	Dorothy Vicki	Leanie Martha	Ann Nelien	Lorraine Sheena
Sunday Take Down Co-ordinators	-	-	-	-	-	-	-	-	-	Patrick Kevin

IMPORTANT: Thanks for all your hard work. If you are not able to make it on any particular Sunday please arrange a swap with someone else on the rota as soon as possible and let those leading know about the change.

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What's involved in the various jobs?

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Introduction
To guide you if you are on the rota (and maybe to encourage you to join the rota!) we thought we would write short descriptions of the various jobs that help make MCC's Sunday service happen. If after reading them you feel like there are jobs you would be interested in helping with, then talk to Keith or to Kevin.
Bible Reading
Arrive at least ten minutes before the service so that you can check with the worship leader about when in the order of service you will be called to read. You can contact the office in advance to know what passage you will be reading but it is best to clarify this with the preacher before the service starts. Know on what page in the church bible the passage can be found. Give people time to get their mark before reading. Then read slowly and carefully and as close in keeping with the spirit of the text as you can.
Children's Slot
Please begin planning and praying about the Kid's Address well in advance. Some things to consider: keep it simple enough for children to grasp, make sure it does not run too long, avoid the risk of teaching moralism instead of the Gospel message of Grace and then more simple things like project your voice so that those at the back of the room can hear you and make eye contact with kids. Kid's address is a huge challenge, but a vital part of our service and can be very satisfying. It should ideally run for about 5-8 minutes.
Prayer Ministry
Prayer Ministry takes place after the service each Sunday. But we meet at 10.15am to pray with the teacher. Please let the person leading worship know you are on duty so that they can announce it. You need to go across to the prayer room and wait for anyone who wishes to be prayed with to come to you. If you need tea or coffee, one of the two of you could go and get it, leaving the other person there. Don't pray with anyone till your prayer partner comes back. If no-one comes for prayer after 10 minutes feel free to leave.
Easislides & Sound
Please arrive at least 15 minutes before the service so that you are able to test the projector and laptop. It is also your responsibility to use the "Audacity" software to record the sermon. Set that up before the service but only start recording as the sermon begins. At the end of the service, follow instructions to encode the mp3 or save the file.
Friday Set-Up
Typically you will serve on Friday set-up in a team so co-ordinate together. Set a time to meet at the school Fridays. It usually takes just over an hour to get everything set up- including the preparation of the room, the music equipment and a quick sound check. Just remember to be safe and to be careful- it's a surprisingly enjoyable task!

Worship Musicians
The worship leader should collect the worship laptop and a set of school keys after the service the week before they lead. It is important for the printing of the bulletins that the worship leader emails the songs to the office by Thursday morning at 9am. They should prepare the slideshow during the week on the worship laptop and organise a rehearsal time and communicate that to the musicians by Tuesday. All the musicians should attend the rehearsal where the leader should be able to supply them with music. The leader should also provide orders of service for the team, the preacher, the sound person & a copy of new songs for the office.
Prayers For Others
There are 2 ways we can approach prayers for others- the first is to begin with the local and expand out to the global, the other is to narrow in from the world down to Maynooth. Many people like to introduce the prayers with a short reading from Scripture. Your prayers should carry your personality but should also be clear to your hearers. A key thing to remember when praying is to be brief (between 3-5 minutes), to speak in a language that is easily understood and to focus our prayers as much as possible outside of MCC.
Car Park & Welcome Desk
Ideally you should arrive as much as 30 minutes before the service so that you can set out the car park signs and church welcome signs in plenty of time. They are stored in Room 11. After Friday set-up, the Bibles and resources for the welcome desk should be available in Room 11 as well. Set them out on three desks as neatly as you can. When on duty, remember to give people a Bible, a bulletin and any special material that might be required that week. Try to encourage MCC regulars to sit towards the front. Welcome everyone personally.
Crèche
Please arrive at least 15 mins before the service begins. Clear away tables and chairs in the assigned classroom and setup the mat and kids toys on the floor. The toy chest is kept in the locked cabinet in the library.
Tea and Coffee
Please arrive at least 15 minutes before the service. Please work as a team, one should bring juice and a sweet for the kids the other bring 2 litres of milk and 3 packets of biscuits. Arrange this between yourselves. Make a full load of coffee and put into the flasks which are stored in the staff room. Make 2 large pots of tea. Set up for coffee in Resource area one. Arrange children's table away from the hot drinks. Make sure you let Sinéad or Vicky know if more tea, coffee or cups need to be ordered. There is a manual if you need help.
Sunday Take-Down
Sunday take-down is one of those jobs where we happily encourage anyone who wants to pitch in. If you are unfamiliar with the jobs, there will usually be more experienced hands to show the way. The key thing is to be careful, systematic and safe. Some of the equipment is very valuable and needs to be stored well. When equipment is packed away we restore the desks and tables. Hoovering may be required. Give the worship laptop to the next worship leader and the projector to Keith.

