



**MOOREBANK**  
**HAMMONDVILLE**  
A N G L I C A N C H U R C H

**Serving**  
**on**  
**Sundays**

## Sundays

Sundays are important for our church family. We meet together with God and we love and encourage each other in joyfully trusting, following and sharing Jesus. This is our life together.

Writing of our fellowship in Christ, the apostle Paul speaks of God's people as Christ's body. We are one body, with many different parts. He writes:

*There are different kinds of gifts, but the same Spirit distributes them. There are different kinds of service, but the same Lord. There are different kinds of working, but in all of them and in everyone it is the same God at work. Now to each one the manifestation of the Spirit is given for the common good' (1 Corinthians 12:4-7).*

This is a beautiful picture of our unity and diversity. Unity, we share the same Spirit, the same Lord and the same God. Diversity, we're all different! Different gifts, different kinds of service, different manifestations of the Spirit. Our diversity is so we might serve each other.

Not all service happens on Sundays, but making Sundays special takes lots of people! What is your service?

We encourage you to take some time to prayerfully consider where you could serve to glorify God and build the body of Christ. This is what God is at work within you to accomplish by the Holy Spirit (Ephesians 4:11-16).

## Serving

We want you to serve well. What we do at church – we do for Jesus.

This is what our Lord teaches us - whatever we do for his people – we have done it for him (Matthew 25:34-40). So whatever your service, you are serving the Lord and he is worthy of our best.

We want to equip and encourage you so that you serve as 'unto the Lord' (Col 3:23).

The role descriptions included here are intended to give you an idea of what serving in these roles entails. They're not exhaustive. Think of them more as a beginner's guide. Remember, the best training always happens as we learn from each other, encouraging and sharpening each other on the job.

If you have further questions, please get in touch with one of the pastoral staff team.

## **Bible Reading**

The public reading of the Word of God is a central feature of our Sunday gatherings. Each week we usually read from the Old and New Testament and from the Psalms. Reading the Bible well is a wonderful ministry. Yet it is more difficult than it perhaps appears!

Preparation during the week involves:

- Prayerfully allowing the word of God to dwell in you richly as you prepare to read it on Sunday.
- Clarifying the pronunciation of any words of which you are unsure?
- Practicing reading the passage (NIV 2011 translation) out loud – not just in your head!
- Coming to an understanding of the passage: What does it communicate? How does it get the message across? This might sound like more than is necessary – but your understanding will shape how you read the passage out loud.
- Writing a two or three sentence introduction to the passage that informs the congregation of the context. If you get stuck, the pastoral staff will be happy to help you with this.

On Sunday

- Arriving at church at least ten minutes before the scheduled start time so you can check with the service leader when your reading is scheduled in the service.
- Concluding each reading with the words 'This is the word of the Lord' – so that the congregation may respond 'THANKS BE TO GOD'.

## Prayers

It is a wonderful privilege and responsibility to lead our congregations in public prayers. Those who serve in this role offer bible based and clear prayers such that our congregations may draw near to the throne of grace in prayer.

Those leading in prayer may find it helpful to structure their public prayers around the A.C.T.S. acronym - Adoration, Confession, Thanksgiving and Supplication. Each Sunday gathering includes a confession of sin (followed by words of absolution) – though this is often led by the service leader rather than the prayer leader.

To help structure our prayers and ensure that regularly pray for certain things, our church has a prayer schedule. Each Sunday, the prayer leader will include prepare prayers focusing on the areas outlined in the church prayer schedule. Though there is no set length for prayers in church, something around the 5 minute mark is a helpful guide.

It is a great blessing when people thoughtfully prepare heartfelt and helpful prayers to lead the congregation. However, it's also worth remembering the excellent written prayer resources that are available. The *Book of Common Prayer (1662)* contains excellent prayers - many of these have been modernised and are available in *Services for Today's Church* (white book) or *Common Prayer (Brown Book)*. For other prayer resources, please talk with one of the pastoral staff.

Preparation during the week involves:

- Preparation of clear, Bible based prayers that reflect the concerns of the church

On Sundays:

- Confirming with the service leader when you will be praying during the service;
- Publicly leading the congregation in these prayers

## Sunday Kids

Our Sunday kids program seeks to partner with parents in raising the next generation to be joyfully trusting, following and sharing Jesus. Sunday Kids is for children of pre-school age through to the end of year 8 in high school. Those who serve in this ministry need a desire to see kids learn and grow and a love for children. Sometimes kids ministry is awesome. Sometimes it feels like hard work. It's always a privilege to teach Jesus' little ones. Leaders and helpers need a willingness to be patient, gracious, gentle & kind.

Preparation during the week involves:

- As part of our commitment to Safe- Ministry – all our Sunday Kids leaders and helpers need to have completed:
  1. Working with Children Check (WWCC) – conducted by Service NSW
  2. Safe Ministry training – the online ministry training provided by the Anglican Church for all those involved in ministry to vulnerable people (including children and youth).
  3. Safe Ministry Check – this is a statement requiring answers to seven questions that will be securely filed in cloud storage.
- The need to be regularly attending another congregation. Serving is a big part of the Christian life but you need to be fed too!
- There will be some preparation required during the week (1/2 hour to an hour) depending on the tasks you have been assigned on Sunday.

On Sundays:

- There are different roles on the Sunday kids team – supervising craft or games or teaching the bible or music.
- For set-up, you will need to be present on site at least twenty minutes before the scheduled service start time. You will need to remain for fifteen minutes after the last child has left to enable COVID cleaning, prayer and pack down.

## Music

Being part of our music ministry (either singing or playing an instrument) means being part of a team. Serving on Sunday means coming early for rehearsals and sound checks, as well as other practice times as arranged with the music team leader.

Congregational singing is a vital part of our gathering together. The singing of biblically informed songs, hymns and spiritual songs not only stirs and encourages our hearts, it glorifies God as we sing his praises. The COVID restrictions of recent times have reinforced our convictions and love for congregational singing.

Each week our music ministry serves us by leading in this vital ministry of expressing our affections, opening and lifting our hearts to the Lord. We love people who make a joyful noise before the Lord...but... some basic competency in either playing and instrument or in singing is necessary. If in doubt, give it a go – speaking the truth in love, we'll let you know if this is not the best fit for you at the present time!

Preparation during the week involves:

- A willingness to learn and practice the songs for the term as identified by the music team leader and to attend rehearsal times that have been agreed upon.

On Sundays

- A commitment to arrive at church early for rehearsals and sound checks (the music team leader will advise what time).
- A servant hearted attitude. The difference between public performance and music that is played in support of congregational singing is subtle but significant. The ministry of the music team in our church services is in supporting and elevating the singing of the congregation.

## Computer Operator

Our Sunday services all involve significant congregational participation – songs, creeds, set responses, prayers. The computer operator controls everything that appears on screens during our services. The person serving in this role needs to be familiar and comfortable with using a computer.

Preparation during the week involves:

- Communication with the service leader about the elements of the service (songs, creeds, prayers) and the order that they will appear.
- A willingness to learn how to use the Pro-presenter software. We can provide some training, however, Youtube videos offer good training during the week.

On Sundays

- Arrive well before the scheduled service starting time. This is to ensure that all media to be displayed is loaded up in the right order and ready to go.
- Concentrate on set tasks during the church service – it's easy to get caught up in the song lyrics and forget to advance the words to the next slide.

## Sound Desk

Our sound desk operators determine the sound levels during the church service. They enable people to hear the ministry of the word, to engage with God in prayer, to enjoy the leading of our music team.

Preparation during the week involves:

- A willingness to persevere in learning. Thanks to electronic pre-sets (levels that adjust to the level that worked magically last time), the sound desk is much simpler than it once was. Yet there is still a bewildering array of sliders, dials and settings. It takes time to learn.

On Sundays

- A willingness to work closely with the music team, arriving well before the service start time to help them prepare and set the sound levels appropriately.
- A confidence in your own 'ear'. This is something that will grow and develop as you gain experience in the role. Everyone has an opinion on sound – you will need to develop the ability to take on all points of view and then as the Desk Operator – make your call.

## **Livestream**

The Livestream operator supervises the streaming of the 10am service to Youtube and Facebook. To serve in this ministry you will need to be available from 9am Sunday until the end of the 10am service and to be comfortable in operating with technology. .

Preparation during the week

- Communication with the service leader about the elements of the service (songs, creeds, prayers) and the order that they will appear.
- A willingness to learn the features of our streaming software and camera set-up. We can provide some training, however, Youtube videos also offer good training during the week.

On Sundays

- Be available to arrive at 9am for the 10am service for sound and stream checks.
- Be willing to set in the Livestream room for the duration of the 10am service as you operate the streaming software.

## **Morning Tea / Supper**

Gathering on Sundays is about meeting with God and with each other! Food and drink slows people down to connect with each other. Whether it's serving beverages from the coffee cart or serving food in a covid safe way – this ministry delivers more than it promises! It offers a quick cuppa and a bite to eat but it delivers this plus a kind word and a listening ear.

Talking with people is how we get to know them. Morning tea or supper – creates the time and space for us to connect with each other – it helps people to feel part of things, that they belong. Whether you love baking or are only looking to buy a few packets of biscuits, to serve in this ministry you will need a willingness to work as part of a team and a conviction that your service helps us in joyfully trusting, following and sharing Jesus.

Preparation during the week

- Making or purchasing whatever light food & drink are to be served (it's not a meal)

On Sundays

- Serving food & drink in accordance with Covid-19 guidelines
- Cleaning up kitchen, coffee cart, tables etc afterwards.



## **Welcoming**

When people join us on Sunday we want their experience to be warm and welcoming. Our welcoming teams help with our Covid-safe compliance but even more in caring for and welcome those who are new or visiting for the first time. Our welcoming team are the first line of identifying and engaging with new people who join us on Sundays.

Preparation during the week:

- A heart that wants to serve newcomers by looking after them as you would if you were hosting them in your home.
- To discuss with the pastoral staff new people have joined us on Sundays and who need to be followed up.

On Sundays:

- A willingness to come to church at least twenty minutes before the scheduled start time and a willingness to wait outside for the first ten minutes of the service to catch the latecomers.
- Confident to greet people you don't know and introduce yourself to them as you welcome them.

## **Money Counting**

For those who don't give by E.F.T. Sundays are an opportunity to financially give to the work of ministry and mission. We need to be transparent in all our procedures involving money. That's why counting the offertory that is physically given on Sundays always requires two people after each service.

Preparation during the week:

Nil

On Sundays:

- An ability to stay behind after the church service to count any money that has been physically given.
- A willingness to work with another person in counting and handling cash, recording totals and then securing the money in the church safe.

## Cleaning

Our Covid cleaning requirements means that we need to give the church a good clean after our Sunday gatherings. This will be significantly easier using the Ramson cleaning spray. There is an instruction guide and data sheet stored at both Hammondville and Moorebank for using the Ramsol cleaning spray. Ideally we will need two people each week to be involved in cleaning.

Preparation during the week:

Nil

On Sundays:

- A willingness to clean the church toilets
- A willingness to use the goggles, gloves and mask (all provided) as a precaution when using the Ramsol cleaning spray. This requires a minimum of two people after each service.