

Master Schedule

	Setup & Pack up	Welcoming	Tea & Coffee Set Up	Tea & Coffee Help	Muffins Snacks	Sound	Children (Yrs 1-4)	Children (Yrs 5-7)	Vegemites	Creche	Worship Leading	Music Team
<i>Contact:</i>	<i>Neale Watson</i>	<i>Wendy Watson</i>	<i>Catherine Keall</i>	<i>Catherine Keall</i>	<i>Catherine Keall</i>	<i>Neale Watson</i>	<i>Rachel O'Malley</i>		<i>Sarah Jessen</i>	<i>Kelly Tasker</i>	<i>Wendy Wells</i>	
03-Aug-08 Sun Sunday Service	Daniel Martin Josh Camp Steve Wells	Ron Hartley Shirley Hartley	Rachel Joynson Wendy Watson	Dermot Blackweir Jenny Key	Dermot Blackweir Emma Joynson Sarah Jessen Wendy Watson	Neale Watson	Emma Joynson Jerry Joynson	Mindy Tognini	Sarah Jessen	Emily Broadbent Kelly Tasker	Wendy Wells	Glenn Jumeaux Jordan Wesley Stuart Wesley
10-Aug-08 Sun Sunday Service	Chris Turnell Iwan Emmenegger Mark Powell	Birgit Mahler Sally Mulhern	Colin Wesley Faye Wesley	Ron Hartley Shirley Hartley	Claire Turnell David Oliver Faye Wesley Sally Mulhern	David Oliver	David Hayles	Carolyn Wesley Miho Miyazaki	Lisa Gleeson	Josh Camp Scott Jessen	Stuart Wesley	Jordan Wesley Katrina McDougall Laura Wesley
17-Aug-08 Sun Sunday Service	David Hayles Nathan Hobby Scott Jessen	Barbara Hayles David Hayles	Catherine Keall Robert Keall	Iwan Emmenegger Katrina McDougall	Catherine Keall Iwan Emmenegger Kathryn Stenhouse Katrina McDougall	Neale Watson	Karen Jumeaux	Sally Mulhern	Gareth Tasker	Daniel Martin Kelly Tasker Ryan Stenhouse	Ian Broadbent	Jordan Wesley Laura Wesley Nicole Hobby Stuart Wesley
24-Aug-08 Sun Sunday Service	Jerry Joynson Langford Brown Paul Krahemann	Colin Wesley Faye Wesley	Jumeaux Family	Loris Price Rob Price	Jenny Key Julie Brown Loris Price Nadja Krahemann	David Oliver	Rachel O'Malley	Mindy Tognini	Lisa Gleeson	Catherine Keall Graeme Gleeson	Wendy Wells	Julie Brown Katrina McDougall
31-Aug-08 Sun Sunday Service	Colin Wesley Daniel Watbwami Ryan Stenhouse	Amelia Wesley Carolyn Wesley	Margot Hutton Rachel O'Malley	Barbara Hayles Rachel Joynson	Barbara Hayles Christine Watbwami Margot Hutton Mindy Tognini	Graeme Hutton	Anna Henshall Christine Watbwami	Julie Brown	Sarah Jessen	Josh Camp Kathryn Stenhouse	Stuart Wesley	Grace Buckley Jordan Wesley Laura Wesley
07-Sep-08 Sun Sunday Service	Daniel Martin Nathan Hobby Steve Wells	Christine Watbwami Robert Keall	Birgit Mahler Sally Mulhern	Becky Mulhern David Mulhern	Birgit Mahler Oliver Rachel O'Malley Shirley Hartley	Neale Watson	Wendy Watson	Carolyn Wesley	Gareth Tasker	Cecilia Lopez Ian Broadbent Kelly Tasker	Wendy Wells	Glenn Jumeaux Jordan Wesley Laura Wesley Nicole Hobby
14-Sep-08 Sun Sunday Service	Chris Turnell Langford Brown Mark Powell	Ron Hartley Shirley Hartley	Colin Wesley Faye Wesley	Amelia Wesley Claire Turnell	Barbara Hayles Langford Brown Lindsay Ferguson Loris Price	David Oliver	Rachel O'Malley	Sally Mulhern	Lisa Gleeson	Daniel Martin Ryan Stenhouse Scott Jessen	Ian Broadbent	Jordan Wesley Julie Brown Katrina McDougall
21-Sep-08 Sun Sunday Service	David Hayles Iwan Emmenegger Josh Camp	Barbara Hayles David Hayles	Christine Watbwami Wendy Watson	Iwan Emmenegger Katrina McDougall	Chrissie Camp Iwan Emmenegger Katrina McDougall Ryan Jumeaux	Neale Watson	Karen Jumeaux	Julie Brown	Shirley Hartley	Graeme Slattery Justin Beckett Kelly Tasker	Wendy Wells	Glenn Jumeaux Jordan Wesley Laura Wesley
28-Sep-08 Sun Sunday Service	Daniel Watbwami Jerry Joynson Nathan Hobby	Amelia Wesley Carolyn Wesley	Jumeaux Family	Dermot Blackweir Jenny Key	Dermot Blackweir Emma Joynson Karen Jumeaux Lindsay Ferguson	David Oliver	Wendy Watson	Mindy Tognini	Lesley Slattery or Graeme	Catherine Keall Kathryn Stenhouse	Laura Wesley	Jordan Wesley Nicole Hobby

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<i>Contact:</i>	<i>Neale Watson</i>	<i>Wendy Watson</i>	<i>Catherine Keall</i>	<i>Catherine Keall</i>	<i>Catherine Keall</i>	<i>Neale Watson</i>	<i>Rachel O'Malley</i>		<i>Sarah Jessen</i>	<i>Kelly Tasker</i>	<i>Wendy Wells</i>	
05-Oct-08 Sun Sunday Service	Chris Turnell Daniel Martin Langford Brown	Christine Watbwami Claire Turnell	Catherine Keall Robert Keall	Amelia Wesley Claire Turnell	Claire Turnell Emily Broadbent Rachel O'Malley Soo Im Powell	Neale Watson	Holidays	Holidays	Zoe Beckett	Cecilia Lopez Emily Broadbent Josh Camp	Stuart Wesley	Jordan Wesley Julie Brown Katrina McDougall
12-Oct-08 Sun Sunday Service	Colin Wesley Scott Jessen Steve Wells	Colin Wesley Faye Wesley	Margot Hutton Sally Mulhern	Ron Hartley Shirley Hartley	Faye Wesley Margot Hutton Sarah Jessen Wendy Watson	Graeme Hutton	Holidays	Holidays	Sarah Jessen	Daniel Martin Ryan Stenhouse	Wendy Wells	Glenn Jumeaux Jordan Wesley Laura Wesley
19-Oct-08 Sun Sunday Service	David Hayles Iwan Emmenegger Paul Krahemann	Robert Keall Sally Mulhern	Birgit Mahler Rachel O'Malley	Loris Price Rob Price	Birgit Mahler Catherine Keall Lisa Gleeson Nadja Krahemann	David Oliver	Emma Joynson Jerry Joynson	Carolyn Wesley	Gareth Tasker	Graeme Gleeson Justin Beckett Scott Jessen	Laura Wesley	Jordan Wesley Nicole Hobby Stuart Wesley
26-Oct-08 Sun Sunday Service	Daniel Watbwami Jerry Joynson Ryan Stenhouse	Ron Hartley Shirley Hartley	Rachel Joynson Wendy Watson	Becky Mulhern David Mulhern	Christine Watbwami Hobby Mindy Tognini Shirley Hartley	Neale Watson	David Hayles	Sally Mulhern	Lisa Gleeson	Catherine Keall Kathryn Stenhouse	Wendy Wells	Glenn Jumeaux Grace Buckley Jordan Wesley

Tea and Coffee Guidelines

'Helpers' please see if you are needed at serving time but it is essential that you are there after the meetings for washing up and packing up as this is a big job. Always feel free to ask others to help too.

Set Up We will continue the practice of having the first named person on the Tea and Coffee Set Up roster responsible each week to bring 3 litres of HiLo and, depending on the weather, some ice for the water container (just make some in an ice cream container). Importantly could you please also check whether we need more coffee, tea, sugar, chux etc and either bring it yourself next week if you can come in good time or arrange for someone else to. The Kealls can usually do this. Nadia Krahemann will reimburse you if you ask. We go through quite a lot of coffee, so buy the biggest size of Arabica grounds suitable for filter or drip machines. We try to buy Fair Trade Coffee grounds when we can.

Let us know too if 3 litres of milk is not enough so we can inform others.

The first named person on the roster is 'supervisor' who makes the coffee and ensures all the helpers know what to do afterwards but the second named person also should be there by 9.45 to help and learn what to do.

If you are there in time it's really nice to make some coffee for the music and sound team as they start early. Just put any leftover in one of the urns.

Before the service: Fill plastic urn, put it on the wooden base and turn on. Use cold water - it heats quickly so there is no need to run the hot tap for that purpose. Leave the urn on the kitchen side of the counter until morning tea time. It will need turning down at some time.

In an effort not to waste water with washing up afterwards please use what's left in the urn and drinking water container first if you can.

Fill water container up to about 2/3. More in summer. Put water and plastic cups on the other end of the table. If the table doesn't look big enough for this as well as the food and tea things ask the set up people to get out another and put the water on that.

Coffee machines: Place 6 reasonably well heaped spoons of coffee in each. Fill with cold water. Set them up, 2 (Sunbeams) on the draining sink and one on the counter on the other side. You can plug them in and turn on at the wall but make sure they themselves are not switched on yet. There are two plastic jugs kept on the shelf which can be used, refill them for when you have to make the fresh coffee later. Get 2 thermos flasks down and have them ready.

Also have ready a bowl for quick emptying of the coffee grounds for when you make the next lot.

Breville Machine: - make sure it's 'closed' properly!

Set out mugs for coffee with sugar and spoons on counter but leave room for the hatch to be lowered again (because of noise). If this is still padlocked chase Stuart for the keys. Place mugs for tea on the near end of the table with teaspoons sugar and teabags. We have an assortment of herbal tea bags too. At the break when the hatch has been raised you can place the urn on the counter but not too near the edge. Make sure it's on its wooden base and put a dry Chux down for the drips. Generally only those having tea use the urn. Place a jug of milk by the tea things and the rest of the milk with the coffee mugs.

If muffins and other yummys are put out on the table early please put tea towels over them. It might be kinder to the children if food is left in the kitchen until serving time. Up to you. Particularly with visitors in mind we have also started keeping back a plate or two for the adults. Just keep them on the counter.

Make sure cakes or large buns have been cut up. (Try to persuade anyone who arrives with a cake which needs cutting up or anything which requires spreading to do that themselves. Because you have a lot to do.)

You can use knives from the drawer. Make sure they are put back afterwards and don't disappear into our boxes.

Just before the break (usually when the collection is about to be taken up) place food on the table if not already done and make sure milk etc is out.

Timing: Morning tea is usually about 10.45, so at 10.20 go in and turn on 2 machines. They take 10-12 minutes so at about 10.30 you can go and pour the coffee into the thermos flasks, turn on the 3rd machine and quickly refill the other 2. (If you think there is an unusually large number and it's cold weather you might want to make these ones stronger so they can go further with some hot water later.)

At the break we have found it much quicker to pour coffee for people. The Sunbeam jugs are poor pourers so it's always good to use the thermos flasks to pour from.

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After the service.

Even with 4 of you washing up can take ages so feel free to ask others to help!

In an effort not to waste water with washing up please use what's left in the urn and drinking water container first if you can.

One person can deal with the coffee machines. They don't need detergent and it's better to wash them in perfectly clean water so they can be rinsed at a different sink while the washing up is being done at the other. Make sure the black inserts are not confused as they are very similar. Replace them in their boxes and have them put away in the store room with everything else.

Someone needs to scout around for mugs, cups etc which have been left on the floor or outside.

The plastic beakers go inside the water container when it and they have been dried well.

Make sure any cutting boards, knives, plates etc which belong to the school are replaced. (If in doubt it's better to make the mistake of leaving our property in the kitchen rather than packing away anything belonging to the school.

Pack everything else away in the boxes and give them to the pack up team. Give tea towels which need washing to the Kealls or take them home yourself if you are sure you can bring them back next week.

Leave the kitchen looking tidy with all the benches wiped down. No need to sweep or mop floors.

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Make sure the hatch has been closed and padlocked.

Please Read The Responsibilities of Crèche (crawling - 2 yrs) Participants:

- All materials and equipment are in a green tub labelled “Crèche tub”.
- The Crèche tub will be left outside the door of the school building (by the set up team), for the crèche participants to unpack before Crèche begins.
- It is important that all parents sign their children in and out of Crèche. (The ‘sign in/sign out’ book can be found in the tub with pens and labels to write children’s names on).
- You are responsible to pack and leave the Crèche tub back to the store room in church when crèche has finished.
- If you are a Crèche participant you may have already completed a “working with children registration form”. If you have not, please talk to Lesley Slattery.
- Please ensure that any parents new to the church who place their children in your care have completed a children’s registration form for the church. Forms can be found in the crèche tub.

Thank you all for your help!!!! Any further information or queries please speak to Lesley Slattery.

If you can’t meet your roster commitment please arrange to swap with someone else.

NB: There is a shortage of helpers for the crèche roster. Therefore I am sorry if you find you are on more often than would other wise have been the case. It may continue this way until we are able to find more helpers. A Big Thank You!!!!!!

Please Read The Responsibilities of the Vegemite (2-4 yrs) leaders:

- The Vegemite tub will be left outside the school building by the set up team for you to set up before church begins. Set up only takes ten minutes. It will be easier for you and Stuart if set up is done before church .
- The programmes for your week of teaching will be found in a folder in the tub with your name on it.
- Once the programme has finished, it is the responsibility of the leader to pack up the tub and leave it back to the church. Please leave the tub in the same way you found it as this helps the leader who is on the following week.
- If something is broken or lost please tell Lesley Slattery.
- Ensure all children are signed in and out in the book provided in the tub. (Note the Crèche will now have their own “sign in and out book”).
- Please ensure you have completed a “working with children” registration form and that any parents who are new to the church have completed a children’s registration form.
- If you have any queries or feel something needs to be added to the materials or content of the programme please talk to Lesley. Thank you for all your help!

Network Vineyard Church

Children's Registration Form

Name of Child _____

Date of Birth _____ **Age** _____

Parents' Names _____

Address _____

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Medical Conditions _____

Phone Number _____

(Please give your completed forms to Lesley Slattery)

Vegemite Programme

Time	Programme
11.00am (approx)	<p>Open in Prayer: Have the children sit in a circle and open the morning with a short prayer.</p>
11.05am	<p>Worship: music/dance. Here the leader can Play two songs. The two CD's provided can be found in the tub.</p> <p>First song: children can sing and play an instrument, given to them by the leader.</p> <p>Second song: children can dance. Ribbons are provided for the children to dance with.</p>
11.20am	<p>Fun activity: Two activity's from the book "Playtime devotions".</p> <p>Favourite two are; One: Peek-a-boo (page 5) Two: Head shoulder knees ... (page 11). They love doing this one slow and then going really fast.</p>
11.35am	<p>Reading and colouring: The roster will let you know what your subject is. A folder can be found in the tub with your name on it and the subject you will be teaching. This folder will contain the colouring in pictures that you will distribute to the children.</p> <p>The children's Bible is also in the tub which you will read the story relating to the colouring in picture from.</p> <p>The children will be encouraged to sit at the table and listen to a story whilst colouring in their picture.</p>
11.45pm	<p>Close in prayer after the story and activity are finished.</p> <p>Pack up</p> <p>Sand play outside</p>

Changes to Network Church's Crèche

A big thanks to all of those involved in the organising and running of the crèche programme. It is appreciated by all especially our children.

There has been much discussion held this year about the crèche programme. In short a few changes have been made because of the increasing number of young children using this facility.

The crèche will continue to provide care for young children up to the age of two. However, when a child turns two they will move into the two to four year old programme called the Vineyard Vegemites.

The Vineyard Vegemites is an exciting ministry that has already been running alongside the crèche, but it is now time that the two separate. Therefore crèche will be held in the same area of the school, but in a different class room from that of the two to four year old programme.

For those that have know knowledge of the vegemite programme the following structure has been in place for the two to four year olds.

Vegemite programme

- Programme opens in prayer
- Worship
- Fun activity
- Bible story and colouring time
- Close in prayer followed by free play outside

For any further information or if you would like to help with either programme please talk to Lesley Slattery.