

**NETWORK VINEYARD CHURCH**

**Roster Feb 7 to Apr 18, 2010**

**Rev. 6 at 1 Mar 2010**

	Setup Packup	Welcoming	Tea Coffee Setup	Tea Coffee Help	Muffins Snacks	Sound	Jnr Kingdom Kids	Kingdom Boys	Kingdom Girls	Vegemites	Crèche	MiniKids	Service Leading	Worship Leading	Music Team	Preaching
<i>Contact</i>	Neale Watson	Wendy Watson	Catherine Keall	Catherine Keall	Catherine Keall	Neale Watson	Mindy Tognini	Mindy Tognini	Mindy Tognini	Sarah Jessen	Kelly Tasker	Kelly Tasker	Stuart Wesley	Wendy Wells	Wendy Wells	Stuart Wesley
<b>07-Feb-10</b>	Chris Miller Josh Camp Paul Krahemann	Amelia Wesley Carolyn Wesley	<u>Claire Jenkins</u> Wendy Watson	Kate Jumeaux Katrina McDougall	Karen Jumeaux Katrina McDougall Lindsay Ferguson Zoe Beckett	David Oliver	Justin Beckett	Keith Brown	Mindy Tognini	Gareth Tasker	Zoe Beckett <i>Cecilia Lopez</i>	Kelly Tasker <i>Scott Jessen</i>	Neale Watson	Wendy Wells	Glenn Jumeaux Jordan Wesley Laura Wesley Matt Lennon Mike Couche	Stuart Wesley
<b>14-Feb-10</b>	Langford Brown Nathan Hobby Sheldon Brown	Chris Turnell Rob Price	<u>Elizabeth Harris</u> Karen Jumeaux	Chris Couche Kathryn Hayles	Kathryn Hayles Kelly Tasker Nadja Krahemann Sarah Jessen	Neale Watson	Wendy Watson	Jordan Wesley	Mindy Tognini	Zoe Beckett	<Vacant> Kerry Shaw	Daniel Martin <i>Kelly Tasker</i>	Lindsay Ferguson	Stuart Wesley	Jordan Wesley Julie Brown Katrina McDougall Laura Wesley Nicole Hobby	Stuart Wesley
<b>21-Feb-10</b>	Scott Jessen Stephen Ramshaw	Barbara Hayles David Hayles	<u>Birgit Mahler</u> Claire Jenkins	Matt Lennon Rachel Joynson	Barbara Hayles Emily Fitch Mindy Tognini Wendy Watson	David Oliver	Carolyn Wesley	Jerry Joynson	Emma Joynson	Chrissie Camp <i>Chris Couche</i>	Ryan Stenhouse <i>Cecilia Lopez</i>	Margot Hutton <i>Sarah Couche</i>	Anne Messer	YWAM Team	YWAM Team	Stuart Wesley
<b>28-Feb-10</b>	Mark Powell Rob Price Ryan Stenhouse	Carolyn Wesley Robert Keall	<u>Keith Lehmann</u> Viv Lehmann	Alina Price Nadja Krahemann	Anne Messer Catherine Keall Loris Price Soo Im Powell	Ryan Jumeaux	Christine Watbwami	Michael Bailey	Tania Bailey	Stewart Cox <i>Lisa Gleeson</i>	Catherine Keall <i>Katrina McDougall</i>	Kirily Kilbane <i>Emily Fitch</i>	<Vacant>	Laura Wesley	Glenn Jumeaux Jordan Wesley Travis Fitch	Travis Fitch
<b>07-Mar-10</b>	Daniel Watbwami Gerald Otim Paul Buttsworth	Christine Watbwami Shirley Hartley	<u>Catherine Keall</u> Robert Keall	Christine Watbwami Margot Hutton	Chris Couche Christine Watbwami Margot Hutton Shirley Hartley	Neale Watson	Anne Messer	Jerry Joynson	Emma Joynson	Sarah Jessen <i>Graeme Gleeson</i>	Kate Jumeaux <i>Scott Jessen</i>	Graham Hutton <Vacant>	Neale Watson	Wendy Wells	Katrina McDougall Matt Lennon Mike Couche	Lindsay Ferguson
<b>14-Mar-10</b>	Chris Turnell Daniel Martin Jerry Joynson	Colin Wesley Loris Price	<u>Faye Wesley</u> Langford Brown	Barbara Hayles Sally Hincks	Claire Turnell Emma Joynson Faye Wesley Kate Martin	Mike Couche	Justin Beckett	Keith Brown	Mindy Tognini	Gareth Tasker	Michael Barr <i>Sally Mulhern</i>	Kelly Tasker <Vacant>	Lindsay Ferguson	Stuart Wesley	Jordan Wesley Julie Brown Katrina McDougall Nicole Hobby	David Hayles
<b>21-Mar-10</b>	Anna Henshall Liam Henshall Michael Bailey	Colin Wesley Faye Wesley	<u>Christine Watbwami</u> Daniel Watbwami	Colin Ashburner Elise Ashburner	Elise Ashburner Marie Hill Rhonda Miller Tania Bailey	Neale Watson	Wendy Watson	Sheldon Brown Ryan Jumeaux	Karen Jumeaux	Stewart Cox <i>Julie Brown</i>	Kerry Shaw <i>Carolyn Wesley</i>	Daniel Martin <i>Kate Jumeaux</i>	Anne Messer	Wendy Wells	Glenn Jumeaux Jordan Wesley Laura Wesley Matt Lennon	Stuart Wesley
<b>28-Mar-10</b>	Colin Ashburner Elise Ashburner Nathan Hobby	Chris Turnell Claire Turnell	<u>Colin Wesley</u> Faye Wesley	Amelia Wesley Giulia Negovetic	Jenny Blackweir Kate Martin Marisa Tarzia Nicki Bowles	Neale Watson	Michael Bailey Tania Bailey	Sheldon Brown	Karen Jumeaux	Chrissie Camp <i>Chris Couche</i>	Ryan Stenhouse <i>Cecilia Lopez</i>	Kirily Kilbane <i>Sarah Couche</i>	Keith Brown	Stuart Wesley	Jordan Wesley Laura Wesley Mike Couche Nicole Hobby	Justin Beckett
<b>04-Apr-10</b>	Chris Miller Liam Henshall Stephen Ramshaw	Barbara Hayles Robert Keall	<u>Chris Couche</u> Wendy Watson	Anna Henshall Paul Krahemann	Keith Lehmann Lisa Gleeson Nicole Hobby Rose Otim	David Oliver	Christine Watbwami	Keith Brown	Mindy Tognini	Lisa Gleeson	Catherine Keall <Vacant>	Margot Hutton <i>Emily Fitch</i>	Neale Watson	Laura Wesley	Jordan Wesley Katrina McDougall Matt Lennon Travis Fitch	Stuart Wesley
<b>11-Apr-10</b>	George Fanning Josh Camp Robbie Fanning	Amelia Wesley Claire Turnell	<u>Catherine Keall</u> Robert Keall	Maria Buttsworth Paul Buttsworth	Birgit Mahler Maria Buttsworth Nikki Fanning Sally Hincks	Neale Watson	Carolyn Wesley Kingdom Kids	School Holidays	School Holidays	Zoe Beckett Kingdom Kids	<Vacant> <i>1 x Kingdom Kids</i>	Graham Hutton <i>1 x Kingdom Kids</i>	Lindsay Ferguson	Laura Wesley	Jordan Wesley Mike Couche Nicole Hobby	Rob Price
<b>18-Apr-10</b>	Joshua Wells Paul Krahemann Steve Wells	Birgit Mahler David Hayles	<u>Elizabeth Harris</u> Birgit Mahler	Greg Hill Marie Hill	Cecilia Lopez Claire Jenkins Elizabeth Harris Giulia Negovetic	David Oliver	Mindy Tognini Kingdom Kids	School Holidays	School Holidays	Sarah Jessen Kingdom Kids	Michael Barr <i>1 x Kingdom Kids</i>	Daniel Martin <i>1 x Kingdom Kids</i>	Anne Messer	Wendy Wells	Jordan Wesley Katrina McDougall Matt Lennon Stuart Wesley	Stuart Wesley

## Tea and Coffee Guidelines

*'Helpers' please help with pouring the coffee at serving time and it is essential that you stay 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

Unless you have made other arrangements the first named person on the Tea and Coffee Set Up roster each week needs to bring 6 litres of HiLo milk and, depending on the weather, some ice for the water container (just make some in an ice cream container).

Importantly would you please check whether we need more coffee, tea, sugar, chux etc and let Cathy or Wendy know. If you have had to buy something you can be reimbursed. (See Graeme Gleeson.) Let us know too if 6 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 at the latest 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. They may have already made it. Just put any leftover in one of the flasks. *You may have to explain the situation nicely to others who ask for drinks before the service. We just can't provide for them too! For this reason close the hatch as soon as you can.*

### Before the Service:

**Urn:** Fill and 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 as you need to close the hatch.

**Water:** Fill the container up to about 3/4. More in summer. Put it and the plastic cups on one end of the table, leaving the end closer to the counter for the tea things.

**Coffee:** Place 6 reasonably well heaped spoons of coffee in each of the coffee drip machines. Fill with cold water. Make sure they are 'closed' properly. You can plug them in and turn on at the wall but make sure they themselves are not switched on yet. Have the thermos flasks ready and also a bowl for quick emptying of the coffee grounds for when you make the next lot.

### Setting out:

Put the mugs for coffee with sugar and spoons on counter but leave room for the hatch to be lowered (because of noise and to let people know it's not coffee time yet.) 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 other side of the counter but not too near the edge (so as to be out of reach of small children). 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.

**Food:** Don't put food on the table until it is time for the break and then only put the children's snacks out. Particularly with visitors in mind we now keep most of the snacks on the coffee counter for the adults and youth. (Most parents bring food for their children anyway and many want to have some control over what they eat during the break.)

Make sure cakes or large buns have been cut up. You could ask those who bring food which needs cutting or 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 the coffee:** Morning tea is usually about 10.45 except on the last Sundays when we have to have it all ready by 10.00. The coffee machines take about 10-12 minutes. We usually have to make

7- 9 pots of coffee so this is what we do: Turn on 3 machines at about 10.15 or earlier if you wish. When they have finished fill the 3 flasks and quickly put the machines on again. **They must be finished in time for the break as we need to pour directly from these coffee carafes first so that, depending on how many more we need, they can be turned on again immediately to make a third batch.**

#### **After the service.**

Even with 4 of you the washing up and packing away 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 but hot water so this can be done in a different sink while the washing up is being done at the other. Ditto the flasks. 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 but put a clean cloth or something over the rim to stop the lid from closing as it gets very musty. 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. ***Make sure the hatch has been closed and padlocked.***

**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 Zoe Beckett
- 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 Zoe. Thank you for all your help!

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

## Vegemite Programme

Time	Programme
11.00am (approx)	<p><b>Open in Prayer:</b> Have the children sit in a circle and open the morning with a short prayer.</p>
11.05am	<p><b>Worship: music/dance.</b> 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><b>Fun activity:</b> 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><b>Reading and colouring:</b> 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>

Registration Form for Children's Church

Child Details

Name.....

Date of Birth.....

Address.....

.....

Contact Telephone Number.....

Does your child have any medical conditions or allergies that we should know about? Yes/ No  
I.e. face paints. If yes, please give details.....

Is there anything else that we should know about your child to help them settle in to Children's  
Church? .....

.....

From time to time we may have some morning tea. If you would not like your child to have any or some  
morning tea please give details here.....

.....

What gifts, talents, resources do you have that could benefit our children? E.g art, music, scrap  
paper sources? .....

.....

Please make sure you bring your child to Children's Church with sunscreen on, a hat and a water  
bottle. (labelled please)

**If your child is unwell and/ or has a severe runny nose, please refrain from bringing them to  
children's church. Due to the close proximity in which children and helpers are we would like to  
avoid spreading germs to each other. Thank you for your help in this matter.**

Next of Kin (please cross out which ever doesn't apply)

Parent/ Guardian one(print).....Sign.....

Relationship to child.....

Parent/ Guardian two(print).....Sign.....

Relationship to child.....

E-mail address.....

## Network Vineyard Church Swanbourne

### Crèche and Mini Kids Guidelines

I would just like to start by saying “Thank you” for being a part of the crèche and mini kids teams. Without all your help and commitment we would not be able to run these groups. Kelly Tasker.

Crèche age is 0-2years, a parent needs to stay with their child if they are 8 months and younger.

Here is a brief guide to how a morning in Crèche runs.

Time	Activity
09.30am-10.00am	Crèche helpers to arrive and set up room.
10.00am-10.50am	In main service to worship together.
10.50am-11.00am	Break (Crèche helpers to go to room before children arrive.)
11.00am-11.05am	Sign children in. Any new children to have a registration form filled in by their parent/guardian.
11.05am-11.25am	Free play- Building relationships with the children
11.25am-11.30am	Children to sit together for a story and a healthy snack.
11.30am-11.35am	Singing with actions.
11.35am-11.45am	Colouring activity, for the older crèche children.
11.45am-12.00pm	Free play then parents to pick up their children promptly and sign them out.

Here is a more detailed guide for Crèche.

**09.30am** The classroom should be unlocked and the alarm turned off by the set up team. If it is not, then please check with the person on the sound desk. Once in the classroom, please section off as large an area as possible. This may mean turning the shelving units around so that the classroom toys are not played with, and putting a couple of tables on their side so the children cannot leave the classroom. Experience has found the smaller the area, the less settled children and helpers are because it is too crowded. Please remember, anything that is moved must be put back as it was found!

There are 3 crèche boxes. (They are clear with blue lids and labelled) 2 toys and books, and 1 music. Please set up toys and books ready on the purple rug. (Not the musical instruments, these are to be used for singing time.) The signing in and out sheet and pens need to be placed so that parents can easily find it. Along with registration forms for those who are new to Crèche. If it is your turn to bring fruit please have it washed and prepared ready for story time.

**10.00am** Be in the Main church.

**10.50am** Grab your tea/coffee and make your way to the Crèche.

**11.00am** Welcome the children in. Make sure that you say hello to them and help them feel at ease. Please check with the parent/ guardian if there is anything we need to know that week and that they have signed their child(ren) in.

**11.05am** Have fun with the children!!! Chat with them; ask them what they have been up to. This is a crucial part of building relationships with them!

**11.25am** A team member to initiate for everyone to sit down ready for story time and snack. (The snack is a good way to have the children learn how to sit for a short period of time together and listen to the teacher) We have a new Bible which we'll be using each week; it comes with 2 cd's which have some great songs linked to each story. This is the time to use the instruments too! God loves to hear us worshipping Him, and the children love to hear it too! Everyone to help keep the

children settled, or to keep younger children occupied and quiet with toys during the story. Please also try and say a short prayer together too:)

**11.30am** The older children to go to one side with one team member and do some colouring if they would like to.

**11.45am** Free play for those who are not doing the activity. Parents start arriving to collect their children. Please make sure the children take home anything they've made and that they've been signed out.

**12.00pm** End of the morning:( Once the children have been collected then the clean up begins! Please make sure all the toys are collected up (our ones are labelled NVC Crèche), check under cupboards etc as we have started losing a few bits. All the crèche boxes are labelled as to what goes in each! This really helps the team on the following week if we all make sure we stick to this and so that everything fits too. Please sweep up any mess, wipe down table if needed. All the furniture to be put back as it was and the boxes to be taken back to the main hall and placed on the shelving in the cupboard.

Mini Kids age group is roughly 2 1/2 years to 4 years old. (Please talk to Kelly about individual needs)

Here is a brief guide to how a morning in Mini Kids runs.

Time	Activity
<b>09.30am-10.00am</b>	Mini Kid helper to arrive and set up room.
<b>10.00am-10.50am</b>	In main service to worship together.
<b>10.50am-11.00am</b>	Break (Helper to go to room before children arrive.)
<b>11.00am-11.05am</b>	Sign children in. Any new children to have a registration form filled in by their parent/guardian.
<b>11.05am-11.20am</b>	Free play- Building relationships with the children
<b>11.20am-11.25am</b>	Children to sit together for a story and a healthy snack.
<b>11.25am-11.30am</b>	Read a small section from the bible.(pre-planned)
<b>11.30am-11.45am</b>	Activity, Pre-planned linked with reading.
<b>11.45am-12.00pm</b>	Free play then parents to pick up their children promptly and sign them out.

#### More detailed

**09.30am** The classroom should be unlocked and the alarm turned off by the set up team. If it is not, then please check with the person on the sound desk. Once in the classroom, please set up 1 or 2 tables and some chairs. Please remember, anything that is moved must be put back as it was found! There are 2 mini kids boxes. (They are clear with blue lids and labelled) 1 toys and books, and 1 Art and Craft. Please set up an area with toys and books. The signing in and out sheet and pens need to be placed so that parents can easily find it. Along with registration forms for those who are new to Mini Kids. If it is your turn to bring fruit please have it washed and prepared ready for story time.

**10.00am** Be in the Main church.

**10.50am** Grab your tea/coffee and make your way to the Mini Kids.

**11.00am** Welcome the children in. Make sure that you say hello to them and help them feel at ease. Please check with the parent/ guardian if there is anything we need to know that week and that they have signed their child(ren) in.

**11.05am** Have fun with the children!!! Chat with them; ask them what they have been up to. This is a crucial part of building relationships with them!

**11.20am** Time for everyone to sit down ready for story time and snack. (The snack is a good way to have the children learn how to sit for a short period of time together and listen to the teacher) We

have a new Bible which we'll be using each week; it comes with 2 cd's which have some great songs linked to each story. Please also try and say a short prayer together too:)

**11.25am** Read pre-planned section from the Bible.

**11.30am** Discuss what was read and then bring out activity. Free play for those who are have finished doing the activity.

**11.45am** Parents start arriving to collect their children. Please make sure the children take home anything they've made and that they've been signed out.

**12.00pm** End of the morning:( Once the children have been collected then the clean up begins! Please make sure all the toys are collected up (our ones are labelled NVC Crèche), check under cupboards etc as we have started losing a few bits. Both boxes are labelled as to what goes in each! This really helps the person on the following week if we all make sure we stick to this and so that everything fits too. Please sweep up any mess, wipe down table if needed. All the furniture to be put back as it was and the boxes to be taken back to the main hall and placed on the shelving in the cupboard.

Please speak to Kelly if you need a Working with Children Form or a Crèche child registration form.

I hope this isn't too much for you, I'm sure if we all work together we shall have a really great time! PLEASE, please call me if there is anything that needs to be discussed, if you have any queries etc. Once again, Thank you for all your hard work!

Kelly Tasker  
0424488900