

# Greet/Koinonia Prayer/Black Box & “Mic” Schedule – 1<sup>st</sup> Quarter 2025

	<b>Pastoral Shepherds</b> Black Box duties / Greet / Koinonia Prayer	<b>Service Shepherds</b> Greet / Mic	<b>Volunteers</b> Mic Runners
Jan 5	Robb DH	Tom C	Ryan P
12	Tim F	Mark O	Dave R
19	Ellen K	Marcus VZ	Aimee VM
26	Dave M	Andrea W	Rich V
Feb 2	Glen B	Klay B	Cindy G
9	Robb DH	Tom C	Ryan P
16	Tim F	Mark O	Dave R
23	Ellen K	Marcus VZ	Aimee VM
March 2	Dave M	Andrea W	Rich V
9	Glen B	Klay B	Cindy G
16	Robb DH	Tom C	Ryan P
23	Tim F	Mark O	Dave R
30	Ellen K	Marcus VZ	Aimee VM

## Pastoral Shepherds:

- ➔ On the Sunday you’re assigned to serve, please PICK UP the **BLACK BOX** from the Ministry Center **& RETURN IT** following the service.
  - Please have it there no later than **9:10am**
  - Please lay the *“reserve” signs* that you’ll find in the black box on the back 2 rows of chairs. We are trying to be sensitive to young families.
  - Put the *children’s bulletins*, also in the black box, in the designated acrylic stand on the information table with the green cloth cover. (If the acrylic stand isn’t already there, you can find it in the plastic bin that holds the offering bags.)
  - Please help **GREET** by being at one of the entrances to the gym. Please be mindful that many visitors are used to having ushers so you may need to help them feel comfortable finding their own seat.
  - **Before you return the BLACK BOX**, please make sure the *digital voice recorder* is in one of the pockets on the inside of the lid. Also, a *blue bag with the worship binders* should be laying by the black box, please return those as well. And, sometimes the media person puts the *laptop* by the black box. If you see it there, please bring that back to the Ministry Center as well.
- ➔ If we have **KOINONIA PRAYER** on the Sunday you’re assigned, you’ll be in charge of it.
  - Please type up the list of prayer requests and email them to the church office ([office@bridgeccrc.org](mailto:office@bridgeccrc.org)) by Monday.

## Service Shepherds:

- ➔ **GREETING:** Please be in place by **9:10am**. One person is asked to greet by the *outside entrance* to the building, opening the door for worshippers as they arrive at church, and the other by *one of the entrances to the gym*. If you’re greeting by the gym entrance, please be mindful that many visitors are used to having ushers so you may need to help them feel comfortable finding their own seat.
- ➔ Also, you are scheduled to take care of the **MICROPHONES** during prayer time.
  - Please *encourage people to not start speaking until the person in charge of Koinonia Prayer is done writing the previous request down. This may even mean waiting to pass the mic to them.*

## Volunteers:

- ➔ If we have Koinonia Prayer on the Sunday you’re assigned, you’ll help with the **MICROPHONES** while requests are being given.
  - Please *encourage people to not start speaking until the person in charge of Koinonia Prayer is done writing the previous request down. This may even mean waiting to pass the mic to them.*

**ALL:** If you aren’t able to serve, please trade with someone and email the church office. Thank you for serving Bridge of Hope!