**Celebration Sunday - Sample Running Sheet**

1 November 2015 – 10am Service

**Speaker:** TBC **Sermon Series:** TBC

**Service Manager:** TBC **Sermon Title:** TBC

**Lighting:** TBC **Mood/Feel:** TBC

**Worship Leader:** TBC **Serving Team:** TBC

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| --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Responsibility** | **Deliverer** | **Start Time** | **Finish Time** | **Requirements** | **Notes** |
| Countdown | Sound Desk |  | 09.55 | 10.00 | Overhead screen | Driving to church version |
| Intro | Mike | Mike | 10.00 | 10.02 |  |  |
| Opening Song | Mike | Worship Team | 10.02 | 10.07 |  | “We are the Church” |
| Song 2 | Mike | Worship Team | 10.07 | 10.13 |  | “Say the word” |
| Service Introduction | Tim | Tim | 10.13 | 10.17 |  | Introducing Celebration Sunday |
| Announcements | Tim | Tim | 10.17 | 10.22 | Overhead Slides |  |
| Song 3 | Mike | Worship Team | 10.22 | 10.28 |  | “Be Thou My Vision” |

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| **Item** | **Responsibility** | **Deliverer** | **Start Time** | **Finish Time** | **Requirements** | **Notes** |
| Speaker Intro/Message | Tim/John  Sound Desk  Sound Desk | John | 10.28 | 10.55 | Overhead Slides (Poverty Stats)  Film 1 “The Poor Will Always”  Film 2 “Kids Thank You” | Slides and films are downloadable if not pre-loaded  John to confirm timing  John to confirm timing |
| Offering | Rachel | Serving Team | 10.55 | 11.03 | Offering plates | Margaret unavailable on serving team |
| Song 4 | Bob | Worship Team | 11.03 | 11.10 | N/A | “Prince of Peace” |
| Close Service | Tim | Tim | 11.10 | 11.15 |  | Prayer Team available and coffee/cake being served in the foyer |