



Weekend Service Run-sheet

In order to sustain efficiency in our weekend services, a service run-sheet is prepared for those who will help facilitate the service. This includes all of the details of who is speaking along with the order of the service. Attached is both an example and a blank run-sheet.

Saturday x AM/PM		Sunday x AM/PM	
WL:	Insert Name	WL:	Insert Name
MC:	Insert Name	MC:	Insert Name
Offering:	Insert Name	Offering:	Insert Name
Speaker:	Insert Name	Speaker:	Insert Name
Title:	Insert Title of Message	Title:	Insert Title of Message
Seat Drop:	Offering Envelope Hillsong Conference Seat Drop	Seat Drop:	Offering Envelope This Is Our Summer Devotional by Ps Brian
Weather:	Sunny, no clouds 17 degrees	Weather:	Pouring Rain 25 degrees
Service Components		Service Components	
No special components		Wet Weather drop off was out for the service because of the rain Ps. Brian greeting DVD	
Order of Service		Order of Service	
6.17 doors open 6.25 preroll starts 6.30 Worship starts 6.36 2nd song 6.41 3rd song 6.45 4th song 6.50 Pastor gets up to MC. Prays. Welcomes everyone. Welcomes them all to Saturday night Service. How good is it to be in church Saturday night!? Asks everyone to take their seat and to high-five three people. Goes to water table. Gives away ps Brian's book. 6.54 Pastor up for Tithes and offering 6.57 Offering DVD platys (Title of offering DVD) 7.04 Pastor up to talk through Hillsong Conference and volunteering, how we are all going to conference. You can register in the foyer or online. Mentions group leaders 7.07 Church News 7.09 Pastor up, to introduce speaker. 7.10 Speaker walks on stage Pulpit with a water table on his left side. 1 bottle of water no glass uses scripture and slides throughout his message. Handheld mic 7.41 Keys player on stage 7.43 Band on stage 7.45 Ministry time begins 7.49 Pastor goes into Alter call 7.51 Prays 7.52 Mentions Bible 7.53 Worship team leads us in worship 7.58 Pastor gets up to thank Speaker 7.58 Pastor prays 7.59 Final Praise song		9.14 doors open 9.25 preroll starts 9.30 Worship starts 9.34 2nd song 9.39 3rd song 9.45 4th song 9.51 Pastor gets up to MC. Prays. Welcomes everyone. Welcomes them all to Saturday night Service. How good is it to be in church Saturday night!? Asks everyone to take their seat and to high-five three people. Goes to water table. Gives away ps Brian's book. 9.54 Pastor up for Tithes and offering 9.57 Offering DVD platys (Title of offering DVD) 10.04 Pastor up to talk through Hillsong Conference and volunteering, how we are all going to conference. You can register in the foyer or online. Mentions group leaders 10.07 Church News 10.09 Pastor up, to introduce speaker. 10.10 Speaker walks on stage Pulpit with a water table on his left side. 1 bottle of water no glass uses scripture and slides throughout his message. Handheld mic 10.41 Keys player on stage 10.43 Band on stage 10.45 Ministry time begins 10.49 Pastor goes into Alter call 10.51 Prays 10.52 Mentions Bible 10.53 Worship team leads us in worship 10.58 Pastor gets up to thank Speaker 10.58 Pastor prays 11.00 Final Praise song	
Announcements		Announcements	
Announced that Heart for the House is in 3 weeks time Mentioned Mega Prayer night in 2.5 weeks		Announced that Ps Brian was back next weekend Announced new album Announced how we are all going to summer camps	
Action Points		Action Points	
<input type="checkbox"/> Ensure the hosts keep the door closed through the end of the service		<input type="checkbox"/> Need to have buckets for umbrellas out next time its raining	
Notes for 2016		Notes for 2016	

Sunday x AM/PM		Sunday x AM/PM	
WL:		WL:	
MC:		MC:	
Offering:		Offering:	
Speaker:		Speaker:	
Title:		Title:	
Seat Drop:		Seat Drop:	
Weather:		Weather:	
Service Components		Service Components	
Order of Service		Order of Service	
Announcements		Announcements	
Action Points		Action Points	
<input type="checkbox"/>		<input type="checkbox"/>	
Notes for 2016		Notes for 2016	

Sunday x AM/PM		Sunday x AM/PM	
WL:		WL:	
MC:		MC:	
Offering:		Offering:	
Speaker:		Speaker:	
Title:		Title:	
Seat Drop:		Seat Drop:	
Weather:		Weather:	
Service Components		Service Components	
Order of Service		Order of Service	
Announcements		Announcements	
Action Points		Action Points	
<input type="checkbox"/>		<input type="checkbox"/>	
Notes for 2016		Notes for 2016	