

Emerge Schedule

January 5th	Brent, Justin- media booth
	Shellena, Debbie - sign In, front area monitor
	Cheryl-youth room monitor 1
	Gina, Milcah- youth room monitor 2
January 12th	Justin, Kevin - media booth
	Debbie, Tisha- sign In, front area monitor
	Shellena, Milcah - youth room monitor
	Brent- youth room monitor
January 26th	Justin, Kevin - media booth
	Cheryl,Gina- sign In, front area monitor
	Tisha - youth room monitor
	Gina- youth room monitor
January 27th	Brent, Justin - media booth
	Debbie, Shellena- sign In, front area monitor
	Gina- youth room monitor 1
	Cheryl- youth room monitor 2 (Jessica training)
February 2 nd	Brent, Justin, - media booth
	Debbie, Shellena - sign In, (f.a.m) (Jessica Training)
	Tisha, Milcah- youth room monitor 1
	Cheryl- youth room monitor 2
February 9th	Brent, Justin- media booth
	Milcah, Shellena - sign In, front area monitor
	Tisha-youth room monitor 1
	Kevin- youth room monitor 2
February 16 th	Kevin, Justin - media booth
	Debbie, Gina- sign In, front area monitor
	Tisha- youth room monitor 1
	Cheryl- youth room monitor 2
February 23rd	Justin, Kevin - media booth
	Shellena, Cheryl - sign In, front area monitor
	Gina- youth room monitor
	Brent- youth room monitor
March 2nd	Kevin, Justin- media booth
	Shellena, Debbie - sign In, front area monitor
	Milcah, Tisha-youth room monitor 1
	Kevin, Brent- youth room monitor 2
March 9th	Kevin, Justin- media booth
	Cheryl, Debbie - sign In, front area monitor
	Milcah-youth room monitor 1
	Gina - youth room monitor 2
March 16 th	Brent, Justin- media booth
	Tish, Debbie - sign In, front area monitor
	Shellena, Tish-youth room monitor 1
	Kevin- youth room monitor 2
March 23rd	Kevin, Justin, - media booth
	Shellena, Debbie - sign In, front area monitor
	Gina, Cheryl, Brent youth room monitor 1
	Tisha, Milcah, Chad- youth room monitor 2
March 30th	Kevin, Justin - media booth
	Debbie, Gina- sign In, front area monitor
	Tisha- youth room monitor 1
	Cheryl- youth room monitor 2

Sign In/ Front Area Monitor

- Arrive at 6:30**- Turn on hallway lights.
- Make sure all kids who have arrived early are on the sign in sheet.
- Greet all youth with a friendly smile and a warm welcome as they come into the Emerge youth building.
- Sign in youth until youth begins
- As service starts one leader should stay out in the lobby until 7:30 to sign in late arrivals
- Please place sign in sheet and pens on my desk as youth concludes. Please also write the amount of offering that was collected on the back of the sign in sheet.
- Make sure lobby is clean, trash in bathrooms and café is removed, and areas used for snack are clean and in order. Bathrooms should be checked to make sure they clean and presentable. Cleaning supplies are in the front closet.

Youth Room Monitors

Pre-Service

- Report to church at 6:30.** Greet all youth and fellowship with them as they hang out before youth.
- Please ensure that all youth are coming in front lobby doors and not office hallway doors. Please ask to them go around if they try and use these doors.
- Keep all unauthorized youth off the stage.
- Make sure you are watching at all times for youth who are behaving inappropriately. For example (P.D.A, bullying, fighting, misusing games and equipment, etc).
- Please help control talking, cell phone use, and playful behavior during times of worship and the message.

Post Service

- Clean up paper and trash between chairs and on the main floor. Straighten chairs and rows back to a neat fashion. Walk the youth room, game areas and straighten up any areas that are messy. Games balls and paddles, pool sticks, etc. should be place in their designated spots.

(Jan, Feb, Mar 2011 Wed Night Rotation)

Media Booth

- Arrive at 6:30**- Turn on intelligent lights and par cans located in the attic.
- check hand held mic battery on stage and make sure the battery is good.
- Look over easy worship schedule and make sure you understand the order of service.
- Make sure pre-service music or videos are