



Roster Duties Explained 2013

MC

1. **Arrive early** Before Dinner 6pm
2. **Take Responsibility** for the smooth running of CrossNet Cafe.
3. **Check:**
 - a. **Roster** and that everyone has turned up for their duties
 - b. **Set-up** has started before dinner
 - c. **Notices** on PowerPoint
 - d. **Starter** so you can introduce it properly
4. **Run pre-service meeting** between 6:30-6:40pm with Discussion Leader, Sound person, Projectionist and band if playing.
5. **Start CrossNet Cafe at 7pm**

Welcome

1. **Arrive early** ~6:40pm
2. **Lights on**, check lights out the front are on if required
3. **Smile** and welcome people who are arriving, introduce yourself to new people who are already around for dinner and explain what happens at CrossNet Cafe.
4. **Wait** until about 7:15pm to leave front door
5. **Count** everyone attending CrossNet Cafe and record in Attendance file

Projectionist

1. **Arrive early** for Dinner or around 6:20pm
2. **Check PowerPoint** and familiarise yourself with all the slides
3. **Test video** for volume and that it works
4. **Check projector** is set-up and aligned properly
5. **Start presentation** before pre-service meeting
6. **Attend Pre-service meeting** – This will usually happen between 6:30-6:40pm

Set-up

1. **Arrive early** before 6pm Dinner
2. **Stack chairs:** remove plastic ones from front rows, and clear out most of the chairs in the centre aisle and put at back of room. Before Dinner 6pm
3. **Set-up Tables** ~7 tables in staggered U shape plus a spare table at back, ensure about 4 **chairs** per table
4. **Tableware** make sure each table has: tablecloth, bulletins, bibles, pens, lit candles and CrossNet Menu Card
5. **Drinks table** set-up drinks table with: Urn, Coffee warmer with 2 pots of coffee, hot chocolate Jar, Tea bags, water, milk, sugar, teaspoons, mugs, glasses, bin

Sound and Lights

1. **Arrive early** ~6:20pm
2. **Turn on sound board**
3. **Confirm microphone** that the Discussion Leader will be using
4. **Test sound levels** on any videos, all microphones being used, If band is on – Check sound levels for all instruments and microphones during their practice.
5. **Play Pre-service** Music before pre-service meeting
6. **Dim lights** for videos
7. **Play Music** during reflection time and at end of meeting.

Supper

1. **Supply food** for supper
2. **Serve supper** at the end of CrossNet Cafe