



**St Luke's Church**

Rooted in Christ | Growing Community

# *Online Rota System*

**January 2020**

Version 1.2

Jean-Louis Pèchèr

## Introduction

A central repository for the different rotas related to our Church Services has been created and made available online.

It is accessible from the Church Website <https://stlukesholbeck.org.uk> under Sundays



The Rota Phone View (new Tab) presents a easy to view on a smart phone  
The Rota 6 weeks (new Tab) presents the rota for the next 6 weeks  
The View Rota Menu (new Tab) presents a list of all the views  
The Edit Rota Menu (new Tab) takes the user to the main edit menu (see below).

The rota is hosted on <http://breakthroughconcepts.co.uk/stlukes/menu.php> and is also accessible there directly.

The Main Menu provide ways to view the rota, and for the rota owners, ways to edit them.

This secure system centralised our rota data so that information is the same for everyone. It offers an email/sms reminder feature.

## Access to the Rota Information

All the items marked (restricted) require a user name and password as they are the pages which allow the rota to be created/modified. Items not marked with (restricted) are available to everyone.

<b>St Luke's Rota</b>	
<b>Main Menu</b>	
<a href="#">Edit Service Dates and Location (restricted)</a>	
<a href="#">Edit Service, Theme, Reading, Leader, Speaker and President (restricted)</a>	
<a href="#">Edit Service, Theme and Reading (restricted)</a>	
<a href="#">Edit Leader, Speaker and President (restricted)</a>	
<a href="#">Edit Worship Leader and Worship Team (restricted)</a>	
<a href="#">Edit Reader, Prayer, Sound, Data Projector, Door (restricted)</a>	
<a href="#">Edit Communion Assistants, Sides, Coffee/Tea, Prayer Ministry, Welcome (restricted)</a>	
<a href="#">Print Lay Ministry Rota</a>	
<a href="#">View rota for next week</a>	
<a href="#">St Luke's Sunday (mobile version)</a>	
<a href="#">View rota for next 6 weeks</a>	
<a href="#">View full rota table</a>	
<a href="#">St Luke's Sundays (for 10:30 Order of Service)</a>	
<a href="#">What am I doing?</a>	
<a href="#">List of People for Service Tasks (restricted)</a>	
<a href="#">List of People for other Tasks (restricted)</a>	
<a href="#">List of Locations (restricted)</a>	
<a href="#">Change your password (restricted)</a>	
<a href="#">Forgotten password</a>	
<a href="#">View User Manual</a>	

Version Jan-2020

## Login Screen

Each (restricted) page presents a login screen.

**St Luke's Rota**

**Edit the Service Date, Time and Location**

User:

Password:

Just enter your user and password to see the page you selected.

[Edit Service Dates and Location \(restricted\)](#)

This page is used to create service dates, types, and locations.

St Luke's Rota						
Edit the Service Date, Time and Location						
HC-Holy Communion AAW-All Age Workshop MW-Morning Worship G-Gathering P-Prayer EKP-Early Kids Praise						
Date	Time	Location	Type	Lay Rota	Comment	Active
2020-01-05	09:00:00	St Lukes School	EKP	<input type="checkbox"/>		<input checked="" type="checkbox"/>
2020-01-05	10:30:00	St Lukes School	HC	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
2020-01-12	09:30:00	St Lukes School	Early HC	<input type="checkbox"/>		<input checked="" type="checkbox"/>
2020-01-12	10:30:00	St Lukes School	AAW	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
2020-01-12	15:30:00	St Marys School	Gathering	<input type="checkbox"/>		<input type="checkbox"/>

Normal Services for 2020 have already been created, and can be updated through this screen. New services can be added using the [Add a Service] button below the table.

The location is from an available list (which can be edited through a different page). The service type is a free-text but recommend abbreviation are listed above the page. The Active button can be use to deactivate a service (as there is no delete function). The Lay Rota button is used to select those services for which a rota of Lay People is required (handle by Barbara). The Comment is a free text.

**PLEASE NOTE:** the tool does not automatically update the database as fields are changed or created. You must click the [Save] button to save the work you have done on the screen. The [Save] button turns red when a field is changed/created to remind you that the screen needs to be save before exiting. If you do not [Save] the changes, you can simply close the screen, browser, go back, and the data is not changed.

[Edit Service, Theme, Reading, Leader, Speaker and President \(restricted\)](#)

St Luke's Rota							
Edit the Type, Theme, Reading, Speaker, Leader and President Information							
HC-Holy Communion AAW-All Age Workshop MW-Morning Worship G-Gathering P-Prayer EKP-Early Kids Praise							
Day	Location	Service Type	Theme	Reading	Speaker	Leader	President
Sun 5 Jan 09:00	St Lukes School	EKP					
Sun 5 Jan 10:30	St Lukes School	HC		Eph 3:1-12, Mat 2:1-12	Shona Kaye	Rolf Mason	Rolf Mason
Sun 12 Jan 09:30	St Lukes School	Early HC	Epiphany 1	Acts 10:34-43, Mat 3:13	Barbara Hardy		Rolf Mason
Sun 12 Jan 10:30	St Lukes School	AAW	Epiphany 1	Acts 10:34-43, Mat 3:13	Jean-Louis P��ch��r	Barbara Hardy	
Sun 19 Jan 10:30	St Lukes School	HC	Epiphany 2	1Cor 1:1-9, John 1:29-4	Alistair Kaye	Jean-Louis P��ch��r	Alistair Kaye

This screen is very much what is on AI's rota. This screen allows the Service Type to be entered, updated. The service type is a free-text but recommend abbreviation are listed above the page. Theme and Reading are free-text. If formatted correctly, the Reading field will be used as a link to the bible in other screens.

Speaker, Leader and President are selected from a list of individuals who have been identified in those roles. People and their roles can be edited through a different page.

Note that you can use (someone is needed) if there is a need, but not a name yet. This will help see that people need to be identified in other pages.

**PLEASE NOTE:** the tool does not automatically update the database as fields are changed or created. You must click the [Save] button to save the work you have done on the screen. The [Save] button turns red when a field is changed/created to remind you that the screen needs to be save before exiting. If you do not [Save] the changes, you can simply close the screen, browser, go back, and the data is not changed.

[Edit Service, Theme and Reading \(restricted\)](#)

St Luke's Rota					
Edit the Service, Theme and Reading Information					
HC-Holy Communion AAW-All Age Workshop MW-Morning Worship G-Gathering P-Prayer EKP-Early Kids Praise					
Day	Location	Service Type	Theme	Reading	
Sun 5 Jan 09:00	St Lukes School	EKP			
Sun 5 Jan 10:30	St Lukes School	HC		Eph 3:1-12, Mat 2:1-12	
Sun 12 Jan 09:30	St Lukes School	Early HC	Epiphany 1	Acts 10:34-43, Mat 3:13-17	
Sun 12 Jan 10:30	St Lukes School	AAW	Epiphany 1	Acts 10:34-43, Mat 3:13-17	
Sun 19 Jan 10:30	St Lukes School	HC	Epiphany 2	1Cor 1:1-9, John 1:29-42	

This page is a subset of the previous page, presenting the Service Type, Theme and Reading. The service type is a free-text but recommend abbreviation are listed above the page. Theme and Reading are free-text. If formatted correctly, the Reading field will be used as a link to the bible in other screens.

**PLEASE NOTE:** the tool does not automatically update the database as fields are changed or created. You must click the [Save] button to save the work you have done on the screen. The [Save] button turns red when a field is changed/created to remind you that the screen needs to be save before exiting. If you do not [Save] the changes, you can simply close the screen, browser, go back, and the data is not changed.

[Edit Leader, Speaker and President \(restricted\)](#)

St Luke's Rota						
Edit the Leader/Speaker Information						
HC-Holy Communion AAW-All Age Workshop MW-Morning Worship G-Gathering P-Prayer EKP-Early Kids Praise						
Day	Location	Service Type	Speaker	Leader	President	
Sun 5 Jan 09:00	St Lukes School	EKP-				
Sun 5 Jan 10:30	St Lukes School	HC-	Shona Kaye	Rolf Mason	Rolf Mason	
Sun 12 Jan 09:30	St Lukes School	Early HC-Epiphany 1	Barbara Hardy		Rolf Mason	
Sun 12 Jan 10:30	St Lukes School	AAW-Epiphany 1	Jean-Louis Pèchèr	Barbara Hardy		
Sun 19 Jan 10:30	St Lukes School	HC-Epiphany 2	Alistair Kaye	Jean-Louis Pèchèr	Alistair Kaye	
Sun 26 Jan 09:30	St Lukes School	Early HC-5 before Lent	Jean-Louis Pèchèr		Rolf Mason	
Sun 26 Jan 10:30	St Lukes School	MW-5 before Lent	Barbara Hardy	Rolf Mason		

This page is a subset of the larger page, presenting the Service Type and Theme, and allowing entry/change for the Speaker, Leader and President. Speaker, Leader

and President are selected from a list of individuals who have been identified in those roles. People and their roles can be edited through a different page.

Note that you can use (someone is needed) if there is a need, but not a name yet. This will help see that people need to be identified in other pages.

**PLEASE NOTE:** the tool does not automatically update the database as fields are changed or created. You must click the [Save] button to save the work you have done on the screen. The [Save] button turns red when a field is changed/created to remind you that the screen needs to be save before exiting. If you do not [Save] the changes, you can simply close the screen, browser, go back, and the data is not changed.

[Edit Worship Leader and Worship Team \(restricted\)](#)

St Luke's Rota				
Edit the worship Information				
HC-Holy Communion AAW-All Age Workshop MW-Morning Worship G-Gathering P-Prayer EKP-Early Kids Praise				
Day	Location	Service Type	Worship Lead	Worship Team
Sun 5 Jan 09:00	St Lukes School	EKP-	<input type="text"/>	(someone is needed) Barbara Hardy Ben Howcroft Rolf Mason
Sun 5 Jan 10:30	St Lukes School	HC-	Rolf Mason	(someone is needed) Barbara Hardy Ben Howcroft Rolf Mason
Sun 12 Jan 09:30	St Lukes School	Early HC-Epiphany 1	<input type="text"/>	(someone is needed) Barbara Hardy Ben Howcroft Rolf Mason

On this page, the Worship Leader and Worship Team are defined. The Worship Leader is selected from a list of individuals who have been identified in this role. People and their roles can be edited through a different page. The Worship Team allows the selection of multiple people, by CTRL-clicking the names of the people (⌘ click on macos). The list presents 4 names, but it scrollable.

Note that you can use (someone is needed) if there is a need, but not a name yet. This will help see that people need to be identified in other pages.

**PLEASE NOTE:** the tool does not automatically update the database as fields are changed or created. You must click the [Save] button to save the work you have done on the screen. The [Save] button turns red when a field is changed/created to remind you that the screen needs to be save before exiting. If you do not [Save] the changes, you can simply close the screen, browser, go back, and the data is not changed.

[Edit Reader, Prayer, Sound, Data Projector, Door \(restricted\)](#)

St Luke's Rota							
Edit the Reader, Prayer, Sound, Projector, Door Information							
HC-Holy Communion AAW-All Age Workshop MW-Morning Worship G-Gathering P-Prayer EKP-Early Kids Praise							
Day	Location	Service Type	Reader	Prayer	Sound	Data	Door
Sun 5 Jan 10:30	St Lukes School	HC-	Philip Hebden	Ryan Jack		Emma Walkely	Barbara Hardy
Sun 12 Jan 10:30	St Lukes School	AAW-Epiphany 1	(someone is needed)	(someone is needed)		Michael Adebayo	John McKee
Sun 19 Jan 10:30	St Lukes School	HC-Epiphany 2	Marret Neffe	Eric Beety		Margaret Hebden	Sue Kaye
Sun 26 Jan 10:30	St Lukes School	MW-5 before Lent	Carrie Occleston	Olu Adekunle		Roger Mance	Ania Harasim
Sun 2 Feb 10:30	St Lukes School	HC-4 before Lent					

This is the first of 2 Lay Rota pages – which correspond to Barbara's rota. Only the services which have been marked as needing a Lay Rota (see [Edit Service Dates and Location \(restricted\)](#)) will be listed in this page. Reader, Prayers, Sound, Data and Door are roles for which one person is identified. Lists of individuals who have been identified in these role is presented. People and their roles can be edited through a different page.

Note that you can use (someone is needed) if there is a need, but not a name yet. This will help see that people need to be identified in other pages.

**PLEASE NOTE:** the tool does not automatically update the database as fields are changed or created. You must click the [Save] button to save the work you have done on the screen. The [Save] button turns red when a field is changed/created to remind you that the screen needs to be save before exiting. If you do not [Save] the changes, you can simply close the screen, browser, go back, and the data is not changed.

[Edit the Communion, Sides, Tea/Coffee, Prayer Ministry, Welcome \(restricted\)](#)

St Luke's Rota							
Edit the Communion, Sides, Tea/Coffee, Prayer Ministry Information							
HC-Holy Communion AAW-All Age Workshop MW-Morning Worship G-Gathering P-Prayer EKP-Early Kids Praise							
Day	Location	Service Type	Assist Communion	Sides	Tea/Coffee	Prayer Ministry	Welcome
Sun 5 Jan 10:30	St Lukes School	HC-	(someone is needed) Barbara Hardy Keith Bardsley Margaret Bardsley	(someone is needed) Amorine Mance Ania Harasim Barbara Hardy	(someone is needed) Barbara Hardy Emily Duff Emma Walkely	(someone is needed) Barbara Hardy Becky Howcroft Jacinta Frimpong	(someone is needed) Barbara Hardy Shona Kaye Sue Kaye
Sun 12 Jan 10:30	St Lukes School	AAW-Epiphany 1	(someone is needed) Barbara Hardy Keith Bardsley Margaret Bardsley	(someone is needed) Amorine Mance Ania Harasim Barbara Hardy	(someone is needed) Barbara Hardy Emily Duff Emma Walkely	(someone is needed) Barbara Hardy Becky Howcroft Jacinta Frimpong	(someone is needed) Barbara Hardy Shona Kaye Sue Kaye
Sun 19 Jan 10:30	St Lukes School	HC-Epiphany 2	(someone is needed) Barbara Hardy Keith Bardsley Margaret Bardsley	(someone is needed) Amorine Mance Ania Harasim Barbara Hardy	(someone is needed) Barbara Hardy Emily Duff Emma Walkely	(someone is needed) Barbara Hardy Becky Howcroft Jacinta Frimpong	(someone is needed) Barbara Hardy Shona Kaye Sue Kaye

This is the second of 2 Lay Rota pages – which correspond to Barbara's rota. Only the services which have been marked as needing a Lay Rota (see [Edit Service Dates and Location \(restricted\)](#)) will be listed in this page. The page focuses on the roles for which multiple people are required. Lists of individuals who have been identified in these role is presented. People and their roles can be edited through a different page. Each role allows the selection of multiple people, by CTRL-clicking the names of the people (⌘ click on macos). Each list presents 4 names, but it scrollable.

Note that you can use (someone is needed) if there is a need, but not a name yet. This will help see that people need to be identified in other pages.

**PLEASE NOTE:** the tool does not automatically update the database as fields are changed or created. You must click the [Save] button to save the work you have done on the screen. The [Save] button turns red when a field is changed/created to remind you that the screen needs to be save before exiting. If you do not [Save] the changes, you can simply close the screen, browser, go back, and the data is not changed.

[Print Lay Ministry Rota](#)

This option has been added for individuals want to have the printed version of the lay rota menu, as it was before the introduction of the online rota.

Print This Page

St Luke's Holbeck - Rota												
Date	Location	Service	Reader	Prayers	Data	Assist Communion	Sidespeople	Tea/Coffee	Prayer Ministry	Door	Welcome Team	Sound
Sun 19/01 10:30	St Lukes School	HC	Marret Neffe	Eric Beety	Margaret Hebden	Keith Bardsley Olu Adekunle	Amorine Mance Roger Mance	(someone is needed)	Barbara Hardy Keith Bardsley	Sue Kaye		
Sun 26/01 09:30	St Lukes School	Early HC							Barbara Hardy			
Sun 26/01 10:30	St Lukes School	MW	Carrie Occleston	Olu Adekunle	Roger Mance		Jacinta Frimpong Sandra Doughty	Margaret Hebden Paul Hebden	Becky Howcroft Sarah Smith	Ania Harasim		
Sun 02/02 10:30	St Lukes School	HC				(someone is needed)						

Contact St Luke's for additional information, report mistakes/changes via email to [rota@stlukesholbeck.org.uk](mailto:rota@stlukesholbeck.org.uk)

Just click on the Print This Page button, and the rota will be sent to the printer.

[List of People \(restricted\)](#)

St Luke's Rota																							
Edit the People Information																							
Information Person								Role(s)															
Person	Active	Data Consent	Mobile Number	Send Text	Email	Send Email	Note	Lead	Preach	Preside	Read	Pray	Sound	Data	Assist Communion	Sides	Tea/Coffee	Door	Welcome	Prayer Ministry	Worship Lead	Worship	
(someone is needed)	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>															
Alistair Kaye	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This list presents the people who can be allocated to different rota roles. For each person, there is the name of the person, whether they are active. There is no delete function, by deactivating a line, the person will no longer be selected in lists. The Data consent check confirms that we have been authorised to send reminder email and/or text message the person. The Mobile number and Email address will be used for these reminders depending on whether the Send Text and/or Send Email have been checked.

For each person there is a list of tick marks under the role headings. When there is a tick mark under a role, the person's name will be presented in the selecting list.

**PLEASE NOTE:** the tool does not automatically update the database as fields are changed or created. You must click the [Save] button to save the work you have done on the screen. The [Save] button turns red when a field is changed/created to remind you that the screen needs to be save before exiting. If you do not [Save] the changes, you can simply close the screen, browser, go back, and the data is not changed.

[List of Locations \(restricted\)](#)

St Luke's Rota				
Edit the Location Information				
Name	Address	Post Code	Active	Contact
St Lukes Church	Holbeck	LS11 8PD	<input checked="" type="checkbox"/>	
St Lukes School	Holbeck	LS11 8ND	<input checked="" type="checkbox"/>	
St Marys School	Hunslet	LS10 2QY	<input checked="" type="checkbox"/>	
The Vicarage		LS11 8PD	<input checked="" type="checkbox"/>	

This page allows the creation/modification of locations where services take place. The Active check allows for the location to appear in the [Edit Service Dates and Location \(restricted\)](#) page.

[What am I doing?](#)

**St Luke's Rota**

**What am I doing?**

Person's Name:

This page presents all the activities which have been allocated to a specific person. Simply choose the person's name and the activity list will be presented which information about the services they relate to.

What is <i>Alistair Kaye</i> doing?				
	Location	Service	Activity	Reading
Sun 19/01 10:30	St Lukes School	HC	Speaker	1Cor 1:1-9, John 1:29-42
Sun 19/01 10:30	St Lukes School	HC	Preside	1Cor 1:1-9, John 1:29-42
Sun 02/02 10:30	St Lukes School	HC	Speaker	1Cor 1:18-31, Mat 5:1-12
Sun 02/02 10:30	St Lukes School	HC	Preside	1Cor 1:18-31, Mat 5:1-12
Sun 16/02 10:30	St Lukes School	HC	Speaker	1Cor 3:1-9, Mat 5:21-37
Sun 23/02 09:30	St Lukes School	Early HC	Preside	2Pet 1:16-21, Mat 17:1-9
Sun 23/02 10:30	St Lukes School	MW	Leader	2Pet 1:16-21, Mat 17:1-9
Sun 01/03 10:30	St Lukes School	HC	Preside	Rom 5:12-19, Mat 4:1-11
Sun 08/03 09:30	St Lukes School	Early HC	Preside	Rom 4:1-5,13-17, John 3:1-17
Sun 08/03 10:30	St Lukes School	AAW	Leader	Rom 4:1-5.13-17. John 3:1-17

[View rota for next week](#)

This page presents the rota for the week, including today. There is no selection, it is simply the information for the services

St Luke's Holbeck				Rota (next week)	
<a href="#">HC-Holy Communion AAW-All Age Workshop MW-Morning Worship G-Gathering P-Prayer EKP-Early Kids Praise</a>				<a href="#">what am I doing?</a> <a href="#">edit rota</a> <a href="#">show all weeks as table</a>	
Sun 05/01 09:00	<b>St Lukes School</b>				
	Service:	EKP	Theme:		Reading:
	Speak:		Lead:		Preside:
	Worship Lead:		Worship Team:		Reader:
	Prayer:		Data:		Assist Communion:
	Sides:		Tea/Coffee:		Prayer Ministry:
	Door:		Welcome Team:		Sound:
Sun 05/01 10:30	<b>St Lukes School</b>				
	Service:	HC	Theme:		Reading:
	Speak:	Shona Kaye	Lead:	Rolf Mason	Preside:
	Worship Lead:	Rolf Mason	Worship Team:		Reader:
	Prayer:	Ryan Jack	Data:	Emma Walkley	Assist Communion:
	Sides:	Jacinta Frimpong, Sandra Doughty	Tea/Coffee:	Nuala Jack, Ryan Jack	Prayer Ministry:
	Door:	Barbara Hardy	Welcome Team:		Sound:
Sun 12/01 09:30	<b>St Lukes School</b>				
	Service:	Early HC	Theme:	Epiphany 1	Reading:
	Speak:	Barbara Hardy	Lead:		Preside:
	Worship Lead:		Worship Team:		Reader:
	Prayer:		Data:		Assist Communion:
	Sides:		Tea/Coffee:		Prayer Ministry:
	Door:		Welcome Team:		Sound:
Sun 12/01 10:30	<b>St Lukes School</b>				
	Service:	AAW	Theme:	Epiphany 1	Reading:
	Speak:	Jean-Louis Pèchèr	Lead:	Barbara Hardy	Preside:
	Worship Lead:	Rolf Mason	Worship Team:		Reader:
	Prayer:	(someone is needed)	Data:	Michael Adebayo	Assist Communion:
	Sides:	Ania Harasim, Roy James	Tea/Coffee:	Emily Duff, Emma Walkely	Prayer Ministry:
	Door:	John McKee	Welcome Team:		Sound:

[St Luke's Sunday \(mobile version\)](#)

St Luke's Holbeck : Rota For Sunday	
Sun 05/01 09:00	
St Lukes School	
Service:	EKP
Sun 05/01 10:30	
St Lukes School	
Service:	HC
Reading :	Eph 3:1-12, Mat 2:1-12
Speak:	Shona Kaye
Lead:	Rolf Mason
Preside:	Rolf Mason
Worship Lead:	Rolf Mason
Reader:	Philip Hebden
Prayers:	Ryan Jack

This page presents the activities for the next Sunday on a format which is usable on a smartphone. There is no selection, it is simply the information for Sunday.

[View rota for next 6 weeks](#)

St Luke's Holbeck						Rota (next few weeks)			
HC-Holy Communion AAW-All Age Workshop MW-Morning Worship G-Gathering P-Prayer EKP-Early Kids Praise						<a href="#">what am I doing?</a> <a href="#">edit rota</a> <a href="#">show all weeks as table</a>			
<b>St Lukes School</b>									
Sun 05/01 09:00	Service:	EKP	Theme:		Reading:		Preside:		
	Speak:		Lead:		Worship Lead:		Reader:		
	Worship Lead:		Worship Team:		Prayer:		Assist Communion:		
	Sides:		Tea/Coffee:		Prayer Ministry:		Sound		
	Door:		Welcome Team:						
<b>St Lukes School</b>									
Sun 05/01 10:30	Service:	HC	Theme:		Reading:	<a href="#">Eph 3:1-12, Mat 2:1-12</a>	Preside:	<b>Rolf Mason</b>	
	Speak:	<b>Shona Kaye</b>	Lead:	<b>Rolf Mason</b>	Worship Lead:		Reader:	<b>Philip Hebden</b>	
	Worship Lead:	<b>Rolf Mason</b>	Worship Team:		Prayer:	<b>Ryan Jack</b>	Assist Communion:	<b>Margaret Bardsley;Neville Jackson</b>	
	Sides:	<b>Jacinta Frimpong;Sandra Doughty</b>	Tea/Coffee:	<b>Nuala Jack;Ryan Jack</b>	Prayer Ministry:	<b>Jacinta Frimpong;Margaret Bardsley</b>	Sound		
	Door:	<b>Barbara Hardy</b>	Welcome Team:						
<b>St Lukes School</b>									
Sun 12/01 09:30	Service:	Early HC	Theme:	Epiphany 1	Reading:	<a href="#">Acts 10:34-43, Mat 3:13-17</a>	Preside:	<b>Rolf Mason</b>	
	Speak:	<b>Barbara Hardy</b>	Lead:		Worship Lead:		Reader:		
	Worship Lead:		Worship Team:		Prayer:		Assist Communion:		
	Sides:		Tea/Coffee:		Prayer Ministry:		Sound		
	Door:		Welcome Team:						
<b>St Lukes School</b>									
Sun 12/01 10:30	Service:	AAW	Theme:	Epiphany 1	Reading:	<a href="#">Acts 10:34-43, Mat 3:13-17</a>	Preside:		
	Speak:	<b>Jean-Louis Pèchèr</b>	Lead:	<b>Barbara Hardy</b>	Worship Lead:		Reader:	<b>(someone is needed)</b>	
	Worship Lead:	<b>Rolf Mason</b>	Worship Team:		Prayer:	<b>(someone is needed)</b>	Assist Communion:		
	Sides:	<b>Ania Harasim;Roy James</b>	Tea/Coffee:	<b>Michael Adebayo</b>	Prayer Ministry:	<b>Phil Smith;Sue Kaye</b>	Sound		
	Door:	<b>John McKee</b>	Welcome Team:						
<b>St Lukes School</b>									
Sun 12/01 10:30	Service:	HC	Theme:	Epiphany 2	Reading:	<a href="#">1Cor 1:1-9, John 1:29-42</a>	Preside:	<b>Alistair Kaye</b>	
	Speak:	<b>Alistair Kaye</b>	Lead:	<b>Jean-Louis Pèchèr</b>	Worship Lead:		Reader:		

This page presents a forward view of all the activities for all the active services for the coming 6 weeks.

[View full rota table](#)

St Luke's Holbeck - Rota											
HC-Holy Communion AAW-All Age Workshop MW-Morning Worship G-Gathering P-Prayer EKP-Early Kids Praise											
	Location	Service	Theme	Reading	Speak	Lead	Preside	Worship Lead	Worship Team	Reader	Prayer
Sun 05/01 09:00	St Lukes School	EKP									
Sun 05/01 10:30	St Lukes School	HC		<a href="#">Eph 3:1-12, Mat 2:1-12</a>	Shona Kaye	Rolf Mason	Rolf Mason	Rolf Mason		Philip Hebden	Ryan J
Sun 12/01 09:30	St Lukes School	Early HC	Epiphany 1	<a href="#">Acts 10:34-43, Mat 3:13-17</a>	Barbara Hardy		Rolf Mason				
Sun 12/01 10:30	St Lukes School	AAW	Epiphany 1	<a href="#">Acts 10:34-43, Mat 3:13-17</a>	Jean-Louis Pèchèr	Barbara Hardy		Rolf Mason		<b>(someone is needed)</b>	<b>(some</b>
Sun 19/01 10:30	St Lukes School	HC	Epiphany 2	<a href="#">1Cor 1:1-9, John 1:29-42</a>	Alistair Kaye	Jean-Louis Pèchèr	Alistair Kaye	<b>(someone is needed)</b>		Marret Neffe	Eric Be
Sun 26/01 09:30	St Lukes School	Early HC	5 before Lent	<a href="#">1Cor 1:10-18, Mat 4:12-23</a>	Jean-Louis Pèchèr		Rolf Mason				
Sun 26/01 10:30	St Lukes School	MW	5 before Lent	<a href="#">1Cor 1:10-18, Mat 4:12-23</a>	Barbara Hardy	Rolf Mason		Rolf Mason		Carrie Occleston	Olu Ad
Sun 02/02 09:00	St Lukes School	EKP									
Sun 02/02 10:30	St Lukes School	HC	4 before Lent	<a href="#">1Cor 1:18-31, Mat 5:1-12</a>	Alistair Kaye	Barbara Hardy	Alistair Kaye	<b>(someone is needed)</b>			
Sun 09/02 09:30	St Lukes School	Early HC	3 before Lent	<a href="#">1Cor 2:1-16, Mat 5:13-20</a>	Barbara Hardy		Rolf Mason				
Sun 09/02 10:30	St Lukes School	AAW	3 before Lent	<a href="#">1Cor 2:1-16, Mat 5:13-20</a>	Rolf Mason	Jean-Louis Pèchèr		Shona Kaye			

This page presents a forward view of all the activities for all the active services for the rest of the calendar year.

[St Luke's Sundays \(for 10:30 Order of Service\)](#)

Sunday 12th January 2020 10:30 - St Lukes School			
AAW - Epiphany 1 - <a href="#">Acts 10:34-43, Mat 3:13-17</a>			
Lead:	<b>Barbara Hardy</b>	Reader:	<b>(someone is needed)</b>
Speak:	<b>Jean-Louis Pèchèr</b>	Prayer:	<b>(someone is needed)</b>
Preside:		Data:	<b>Michael Adebayo</b>
Worship Lead:	<b>Rolf Mason</b>	Door:	<b>John McKee</b>
Worship Team:			
Assist Communion:			
Sides:	<b>Ania Harasim, Roy James</b>		
Tea/Coffee:	<b>Emily Duff, Emma Walkely</b>		
Prayer Ministry:	<b>Phil Smith, Sue Kaye</b>		
Welcome Team:			

This page presents a forward view of all the activities for the 10:30am service over the next 6 weeks. This is formatted so it can easily be copy/paste into the order of service word document.

To get the info into a word document, simply select the service you need, click copy, and paste into the document.

<b>Sunday 12th January 2020 10:30 - St Lukes School</b>			
AAW - Epiphany 1 - <a href="#">Acts 10:34-43</a> , <a href="#">Mat 3:13-17</a>			
Lead:	<b>Barbara Hardy</b>	Reader:	<b>(someone is needed)</b>
Speak:	<b>Jean-Louis Pèchèr</b>	Prayer:	<b>(someone is needed)</b>
Preside:		Data:	<b>Michael Adebayo</b>
Worship Lead:	<b>Rolf Mason</b>	Door:	<b>John McKee</b>
Worship Team:			
Assist Communion:			
Sides:	<b><a href="#">Ania Harasim</a>, <a href="#">Roy James</a></b>		
Tea/Coffee:	<b><a href="#">Emily Duff</a>, <a href="#">Emma Walkely</a></b>		
Prayer Ministry:	<b><a href="#">Phil Smith</a>, <a href="#">Sue Kaye</a></b>		
Welcome Team:			



[Change your password \(restricted\)](#)

**St Luke's Rota**

**Change Password**

User:

Old Password:

New Password:

Confirm New Password:

This page is used to change the user's password. You need to know your current user and password to change to a new password.

## [Forgotten password](#)

**St Luke's Rota**  
**Forgotten Password**

User:

Email:

If a user has forgotten their password, they can simply enter the username and an email address to request a new password.

### [View User Manual](#)

Shows this document.

## **Reminder System**

The rota system can auto-generate reminders a few days (currently 4) before the service takes place. People who want reminders need to provide an email address and/or a mobile number. The system will send the reminder according to the information provided on the [List of People \(restricted\)](#) page.

The email currently is currently set up as :

Dear Barbara,

On Sun 05/01 10:30 (St Lukes School), you are scheduled to be at the Door.

If there is an issue, could you please contact Barbara.

For an online list of your activities over the coming weeks, click the following link: [Activities Barbara Hardy](#)

Thank you.

St Lukes Rota Team

The person to contact depends on the roles allocated to the person. It could be Al, Rolf or Barbara depending who maintains the rota.

The "Activies" link simply opens "what am I doing" page for the person.

The text message is currently set up as:

Dear Rolf, on Sun 05/01 10:30 (St Lukes School), you are scheduled to Lead, Preside, Lead Worship. If there is an issue, could you please contact Al or Rolf. Thank you. St Lukes Rota Team

### **Further functionalities**

Please let Jean-Louis know if there are further functionalities you would like to have on the rota system. It is designed to be simple, secure and serviceable, so complex functions may not be possible, but don't hesitate to ask.