

DOOR STEWARD ROTA AND DUTIES

Sunday	Communion	Door Steward 1	Door Steward 2	Reserve
06/01/2019	yes	Isabel Waribo	Hazel Walker	Jan Picking
13/01/2019		Libby Kime	Stuart Walker	Matthew Reiss
20/01/2019		Phil Picking	Carol Simpson	Isabel Waribo
27/01/2019		Les Watt	Jan Picking	Hazel Walker
03/02/2019	yes	Matthew Reiss	Alice Walker	Phil Picking
10/02/2019		Jessie Mackay	Marjorie Gunn	Alice Walker
17/02/2019		Isabel Waribo	Hazel Walker	Jessie Mackay
24/02/2019		Libby Kime	Stuart Walker	Les Watt
03/03/2019	yes	Phil Picking	Carol Simpson	Stuart Walker
10/03/2019		Les Watt	Jan Picking	Carol Simpson
17/03/2019		Matthew Reiss	Alice Walker	Marjorie Gunn
24/03/2019		Jessie Mackay	Marjorie Gunn	Jan Picking
31/03/2019		Isabel Waribo	Hazel Walker	Matthew Reiss

Before Service	confirm location of the two collection bags
	confirm with Worship leader / pastor when to collect offering
	supply glasses of water for pastor and worship band
	check toilets / cloakroom are tidy
	check location of first aid kit
	1st steward at outer door, 2nd steward at inner door
	welcome church attendees and visitors
	encourage use of both doors to enter sanctuary
	guide Malcolm and Brendan into sanctuary using furthest away door (signs are on seats)
	three reserved seats for Louise and her parents (signs are on seats)
	advise visitors of location of toilets / cloakroom and visitors book
	advise parents of children (attendees and visitors) of the 'family area' and junior church
	remind attendees the 'family area' two rows are for children and family (signs are on seats)
	During Service
offer assistance to anyone in need of assistance	
After Service	count collection (one door steward and treasurer / deacon)
	record collection on official stationery (stationery in red folder on top of drawers in the family area)
	return collection bags to its location
	return and empty water glasses
	check for belongings left behind, place in cloakroom area
	ensure signs are on seats
	CHECK WINDOWS ARE CLOSED
	check toilets / cloakroom are tidy
Fire Alarm sounds	All available door stewards to assist anyone in need of assistance for evacuation of the building