

DOOR STEWARD ROTA AND DUTIES

Sunday	Communion	Door Steward 1	Door Steward 2	Reserve
07/07/19	Yes	Jessie Mackay	Jan Picking	Les Watt
14/07/19		Libby Kime	Stuart Walker	Matthew Reiss
21/07/19		Phil Picking	Marjorie Gunn	Carol Simpson
28/08/19		Les Watt	Alice Walker	Marjorie Gunn
04/08/19	Yes	Jan Picking	Carol Simpson	Jessie Mackay
11/08/19		Hazel Walker	Matthew Reiss	Phil Picking
18/08/19		Libby Kime	Marjorie Gunn	Stuart Walker
25/08/19		Les Watt	Jessie Mackay	Jan Picking
01/09/19	Yes	Matthew Reiss	Phil Picking	Carol Simpson
08/09/19		Jan Picking	Les Watt	Marjorie Gunn
15/09/19		Carol Simpson	Libby Kime	Stuart Walker
22/09/19		Jessie Mackay	Hazel Walker	Phil Picking

Before Service	<ul style="list-style-type: none"> • Confirm location of the two collection bags • Confirm with the worship leader/ pastor when to collect offering • Supply glasses of water for Pastor and worship band • Check Toilets/Cloak room is 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 Brendon 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 on seats)
During service	<ul style="list-style-type: none"> • Collect offering using two collection bags • Offer assistance to anyone in need of assistance