

St. Martin's Uniting Church, Beaumaris

ROSTERED DOOR AND WELCOME STEWARDS DUTIES

The Stewards to arrive no later than 8.40 a.m.

- Be ready to open doors, hand out Orders of Service, and greet members, particularly newcomers.

Place hymn numbers on Board.

When the service commences, remain in the narthex for a few minutes to greet latecomers.

- Sit at the back of the church to open door and hand Orders of Service to any further latecomers.

Assist the Offering Stewards to collect the offering at the appointed time during the service.

- Join the Duty Elder (who has collected the food basket) at the back of the aisle.
- Watch for the signal from the Minister and proceed up the aisle with the Duty Elder, stopping at the foot of the table.
- Hand your plate to the Minister, who will place it on the Communion Table.

Open the door to the narthex for the Sunday School children and teachers and, at the conclusion of the Service, open doors to both the narthex and the hall.

After the service, Stewards are responsible for tidying up the church.

Also for

- following up newcomers,
- inviting them to tea/coffee time and,
- when applicable, asking for their names, addresses and telephone numbers.

As only two Door/Welcome Stewards are rostered each Sunday, it is important that both Stewards are present.

If unable to attend,

- organise your replacement from the Stewards on the attached Roster,
- alter Roster on Notice Board and
- notify Duty Elder

November, 2007