

St. Martin's Uniting Church, Beaumaris

ROSTERED ELDER'S DUTIES

The Elder on duty should arrive 20 minutes before the commencement of the service.

- If unable to attend as rostered, please arrange with another Elder to substitute and
- If possible, alter the roster on the Notice Board.

Upon arrival:

- Turn on heaters (when necessary) and lights.
- Place fresh water and clean glass on table for minister.
- Check that this week's hymn numbers have been placed on hymn board by Door Stewards.
- Mark Lectern Bible with markers for readings for the day. (See order of service for readings.)
- Check that matches and candle extinguisher are beside the candle.
- Check that the rostered Door/Welcome Stewards and Offering Stewards are present. If not, arrange for someone from the respective rosters to take their place.
- Collect cordless microphone from vestry. Place on seat beside you.

If there is a visiting Minister, introduce him/her to Stewards and Organist and show him/her around, including location of toilets.

- Inform him/her of the procedures for entering and leaving the Church and, if a Communion Day, procedure also for that.

Attend the Minister 5 minutes before the service.

- Check whether you are required to do any special duties during the service.
- Lead in your prepared prayer.

Commencement of Service

- Stand at the narthex door with the Lectern Bible and, at the sign from Minister, process into the sanctuary and place the open Bible on the stand.
- If a visiting Minister, introduce and welcome him/her on behalf of the congregation.

During Service:

- During Sharing Time, take cordless microphone to speakers.
- During Offering, bring Food Basket forward with stewards.
- Read Prayers and/or Bible Readings as requested by Minister.

If a Communion Sunday:

- Check that all Elders on Communion duty are present. If not, ask another Elder to take his/her place.
- Inform all Sunday School teachers before the hymn that precedes Communion, so they and the children may enter the sanctuary during the hymn.

Conclusion of Service:

- After the benediction, close the Bible and stand with the Minister.
- Process out into the Hall.
- Return the Bible to the Vestry.

As everyone is leaving, turn off all lights and heaters.

- See that all doors are locked, including vestry, kindergarten, classrooms, hall door leading to walkway outside classrooms and the narthex doors.