

St. Martin's Uniting Church, Beaumaris

ROSTERED OFFERING STEWARD'S DUTIES

- An Offering Steward on duty should arrive 10 minutes before the commencement of the service.
 - If you are unable to attend as rostered, please arrange with another Offering Steward to substitute.
 - If possible, alter the roster on the Notice Board.
- Notify Duty Elder of your arrival.
- Obtain an offering plate from the Vestry cupboard and have it handy to you in Church.
- Arrange with the Door and Welcome Stewards from which side of the Church you will collect.
- Assist the Door and Welcome 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.
- Hand your plate to the Minister and, after the offering prayer, return to your seat.

November, 2007