

Beaumaris Uniting Church - St. Martin's

ROSTERED DOOR AND WELCOME STEWARDS DUTIES

- ❖ The Stewards to arrive no later than 9.10 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.
 - **During the service, open the door to the narthex for the Sunday School children and teachers as they depart.**
- ❖ 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 in front of the table.
 - Hand your plate to the Minister, who will place it on the Communion Table.
- ❖ **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 Sanctuary
 - 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

PLEASE NOTE:

Christmas Day requires - 1 x Elder, 4 x Welcome & Door Stewards & 6 x Offering Stewards
Good Friday requires - 1 x Elder, 2 x Welcome Stewards and 0 x Offering Stewards