

Beaumaris Uniting Church – St. Martin's

ROSTERED ELDER'S DUTIES

- ❖ The Elder on duty should arrive 30 minutes before the commencement of the service and unlock the church.
 - If unable to attend as rostered, please arrange with another Elder to substitute and
 - If possible, alter the roster on the Notice Board.
 - Prepare a "Prayer of the People" prior to the day to be used in the service.

- ❖ Upon arrival:
 - Turn on heaters and/or fans (when necessary) and lights.
 - Place fresh water and clean glass on lectern for minister.
 - Check that this week's hymn numbers have been placed on hymn board by Door Stewards.
 - Check that matches, candle snuffer and microphone#2 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 – detail see below
 - Inform minister of procedure with both candles

- ❖ Attend the Minister 5 minutes before the service.
 - Check whether you are required to do any special duties during the service.
 - Lead prayer with minister in vestry immediately prior to entry.

- ❖ Commencement of Service
 - Stand at the narthex door with the **open/closed** Lectern Bible and, at the sign from Minister, process into the sanctuary and place the Bible on the stand (and open it).
 - Light the main candle.
 - If a visiting Minister, introduce and welcome him/her on behalf of the congregation.
 - After the call to worship light the children's candle and read a prayer for children – take microphone with you when you return to your seat.

- ❖ During Service:
 - During Sharing Time, take microphone #2 to speakers.
 - During Offering, bring Food Basket forward with stewards.
 - Read your prepared Prayers of the People and/or any other readings etc as requested by Minister.

- Conclusion of Service:
 - After the benediction stand with the Minister.
 - Snuff out the candle
 - Process out into the Hall with the **open/closed** Bible. .
 - Return the Bible to the Vestry.

- ❖ As everyone is leaving, turn off all lights and heaters.
 - See that all doors are locked, including vestry, cupboard in vestry (if functional) kindergarten, classrooms, hall door leading to walkway outside classrooms and the exterior narthex doors.

❖ Communion Sundays:

- Prior to Sunday remind all elders who are rostered for Communion duty.
- Check all designated elders are present, if not arrange stand-ins.
- Check with minister regarding the placement in the service of the Lords Prayer.
- Before the service begins gather all elders involved to meet in vestry with minister.
- Duty Elder shares a short prayer with those assembled
- Duty Elder carries the bible in as normal

Beginning Communion:

- During the appropriate hymn all elders are to come forward – timing to be determined before service
- Duty Elder removes the cloths from the elements
- Duty Elder invites minister to wash hands and all elders follow.
- At the completion of the prayer of consecration, singers and organist invited to receive bread and wine from minister and duty elder.
- Remainder of congregation then called forward, eating and drinking together after the appropriate words from the minister

October, 2016