

# Welcome Team Duties

## **Before service**

Arrive no later than 10am

Fold notice sheets if required

Turn on PA system place glass of water pulpit

Check pew card on each pew and replenish as necessary

People on West Door to open gate

At approx 10.15 someone on West door rings bell

Decide who is going to uplift offering. Usually 2 on each door do this – if someone is on Sunday Club they should be excused from this or other duties as common sense dictates.

Welcome people as they come into church. If they are newcomers welcome specifically and ask where from etc and offer any other assistance eg hymn book if needed

Be ready to help people with wheelchairs to find their place in the church

## **During Service**

On East door one person should stay out until the end of first prayer for any late comers

Be aware of anyone coming later than this in case they need assistance. Make sure wheelchair users get any extra assistance they may require.

Take the offering – once uplifted hand the plates to the minister and then go back to seat.

## **After Service**

Go to door and take in any hymn books

Count the offering – this usually needs no more than 3 people, at least one of whom should be a Board member. Money should be left in Bank safe.

If you are unsure about anything then speak to Andrew or another Board member.