

# DUTIES FOR 'FRONT DOOR PEOPLE'

## 1 Duty Elder and 2 Welcomers

Lychway will be opened by 9:00am. If you want in earlier phone Rosanne Churchouse 329 2595

**If unable to attend, each member is responsible for finding his/her own substitute (See list) and advise the office – 358-0884**

### **Before Service:**

- Arrive by 9:15am
- If funeral vehicle is in porchway phone 357 8143
- Wear a name badge
- Check ventilation during summer and heating during winter in Chapel and Hospitality Room. Remote is kept in sound booth at rear of Chapel. Check the setting for warmth or cooling.
- Help move Communion Table, place cross on table. Place candle in foyer with matches. Place Bible and Offering Bowls in foyer. Use ribbon markers to mark readings for the day. Place food basket near front door. If Lychway candle is on stand put away till after service.
- Bring out name tags and notice board from back room. Place name tags near the front door.
- Switch on lights
- Put fresh glass of water for minister/preacher on shelf at back of lectern, Place a Bulletin on Lectern
- Hand out the Bulletin and greet people warmly - by name if possible.
- Show visitors to seats as Church fills up or if person/s look uncomfortable about entering the Church.
- If young family arrive introduce them to the children's leader, Pam Fawcett.
- Carry Bible and lit candle in to Church at time allocated. Place Bible open on Lectern.
- Some of the seating in the auditorium may need to be moved, especially on Communion Sundays. To accommodate wheel chairs and walkers, there are specific places where the short seats need to be lodged.

### **Duty Elder –**

- You are team leader for today's volunteers. You may need to ask some worshiper to fill an unexpected vacancy.
- Welcome Worship Leader, offer to pray with them prior to the service. Enquire if there is anything you can assist with.
- On Communion Sunday gather those rostered to serve communion by 9:45 in the side chapel.
- On Communion Sunday place lined baskets for empty glasses at end of each row.
- Be available to the Worship Leader at the end of service if needed.

### **During the Service:**

- Both welcomers take up the offering.
- One person takes offering bowls one takes the food basket forward at time of Offering dedication.
- Be alert to people leaving (maybe unwell).

### **At the end of the Service:**

- Carry Bible and candle out at conclusion of Service
- Dispose of spare Bulletins left in seats and remove any rubbish from Church worship area.
- Ensure candle is extinguished. Return Bible candle and Offering Bowls under Communion Table.
- Turn off all heating, shut all windows.
- Check toilet lights.
- Check that cross, candle, communion ware, Bible and food basket are under communion table, then return table to behind piano.
- Check all Chapel furniture is back where it should be.
- Ensure foyer is vacuumed and kids' stuff is returned under Communion Table.
- Check that doors are locked.