**DUTIES FOR ‘FRONT DOOR PEOPLE'**

**1 Duty Elder and 2 Welcomers**

St Andrews needs to be opened by 9.15am by the Duty Elder. A key (to all outside doors) can be requested and collected from the Office. Other keys are in the Security Box. Ask Marie or Roy for the code.

If unable to attend, each member is responsible for finding his/her own substitute (See list) and advise the office – 358-0884 . A current roster will be on the noticeboard.

**Before Service:**

• Arrive by 9:15am

• Wear a name badge and encourage others to.

• The Candle (on a glass plate), the cross, the food basket and the offering plate are to be found in the sanctuary store room, on the shelving. Place cross on table. Retrieve the Bible from the Table and take it and candle, (with matches) and the food basket and offering plate into foyer and check the candle stand is beside the table. Place the offering bowl on the table inside the door at the rear of the Church. Use ribbon markers to mark readings for the day. Place food basket near front door

* If heating is required, open the lower door on the wall/screen (reredos)and turn the switch to manual.

• Move the name tags from under the stairs and notice board into the foyer.

• Switch on lights (beside the kitchen door)

• Put fresh glass of water for minister/preacher on shelf of lectern, place a Bulletin on Lectern

• Hand out the Bulletin and greet people warmly - by name if possible.

• Show visitors to seats if appropriate if person/s look uncomfortable about entering the Church. Note that the seats of the ends of the pews have arm supports.

* Feel free to move chairs to accommodate wheelchairs and walkers.

• If young family arrive introduce them to the Godsown leader for the day, (see roster) and/or take them to the family area at the left front.

• Carry Bible and lit candle in to Church at time allocated. Place Bible open on Lectern.

**Duty Elder –**

• You are team leader for today’s volunteers. You may need to ask some worshiper to fill an unexpected vacancy. (See roster)

• 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 Chapel.

• On Communion Sunday place baskets lined with paper towels, for empty glasses, at end of each row.

• Be available to the Worship Leader at the end of service if needed.

**During the Service:**

• One welcomer takes offering bowl, 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 extinguished candle out at conclusion of Service.

* Before you leave, return the Bible (opened with markers) to the Communion Table and the Candle, basket and offering plate go back into storage area.

• Remove spare Bulletins left in seats and any rubbish from Church worship area.

• Check that the chairs are back in staggered rows.

• Tum off all heating, shut all windows.

• Check toilet lights.

• Return kids’ resources to Family Room

• Check that doors are locked.

**January 2023**