

GRAVESEND METHODIST CHURCH
STEWARDS ROTA

DATE		AM			FIRE DUTY		PM	
		PRAYER	COUNT		PORCH			PRAYER
2020								
5th Jan	Rev. Tony Graff Covenant H/C	Emmanuel	Melva H/C		Titus			
12th Jan	Mandy Harris	Velma	Marry		Derek			
19th Jan	Rev. Jim Fletcher Christian Unity	Titus	Steve		Emmanuel			
26th Jan	Rev. Tony Graff	Steve	Derek		Velma			
2nd Feb	Deacon Vic Downs	Marry	Melva		Marry	Rev. Tony Graff	H/C	Melva
9th Feb	Geoff Harris	Emmanuel	Velma		Derek			
16th Feb	Rev. Tony Graff H/C	Titus H/C	Steve		Melva			
23rd Feb	Derek Gallagher	Melva	Marry		Emmanuel			
1st March	LA Junior Church Ann.	Steve	Derek		Titus	Rev. Tony Graff	H/C	Steve
8th March	Deacon Vic Downs	Velma	Melva		Marry			
15th March	Rev. Tony Graff H/C	Titus	Steve H/C		Emmanuel			
22nd March		Marry	Velma		Melva			
29th March	Rev. Tony Graff	Steve	Derek		Velma			
5th April	Eddie Vincent	Titus	Marry		Emmanuel	Rev. Tony Graff	H/C	Melva
12th April	Trish Robb	Emmanuel	Melva		Derek			
19th April	Rev. Tony Graff H/C	Marry H/C	Steve		Titus			
26th April	Deacon Vic Downs	Melva	Derek		Steve			

If it is not being done by the worship leader, please introduce and welcome by name and church they come from, all visiting preachers at both morning and evening services.

Steward on Prayer - arrive between 10am and 10.10am to carry out general duties. Then talk to members of the congregation, particularly any new people and be available to assist with any last minute jobs. Be present for the prayer in the music area at 10.55am. **After the service mingle and talk and be available to help as and when needed.**

Steward on Porch - arrive between 10am and 10.10 am to carry out general duties. Be in the porch from 10.20am. Stay in the porch until 11.10am. There is no need to attend the pre service prayer. Wheel in the Food Bank trolley during the singing of a hymn. **After the service mingle and talk and be available to help as and when needed.**

Steward on Count - arrive about 10.20am. Get out the book and number boards ready for the count. ***It is your duty to give out offering bags to 4 people during first two song. Try not to ask the same people each week.*** If all duties are done then mingle and talk with the congregation, especially any visitors. Be present for the prayer in the music area at 10.55am . After the service do the count, give the money bag to Sheila (or lock it in the office cupboard if she's not available). Then check who is going to **lock up and set alarms.**

General Duties -Water back of church & in lectern and remove at end of Service, Song numbers on board,Make sure collection plate & bags out