

GRAVESEND METHODIST CHURCH
STEWARDS ROTA

| DATE | | AM | | PORCH AND | | PM | |
|-----------|--------------------------------------|------------|-----------|-----------|--|-----------------|--------------------------|
| 2018 | | PRAYER | COUNT | FIRE DUTY | | | PRAYER |
| 6th May | Ella Sibley | Titus | Marry | Velma | | Rev. Tony Graff | Holy Communion Melva |
| 13th May | Alan Pooley Christian Aid | Emmanuel | Fran | Fran | | | |
| 20th May | Deacon Vic Downs | Sheila | Velma | Titus | | | |
| 27th May | Rev. Tony Graff H/C | Sheila H/C | Melva | Melva | | | |
| 3rd June | Rev. Tony Graff | Titus | Velma | Emmanuel | | | |
| 10th June | Rev. Philip Luscombe Church Ann | Melva | Marry | Velma | | Rev. Tony Graff | Afternoon Service All |
| 17th June | Rev. Velma Campbell H/C | Marry | Fran H/C | Emmanuel | | | |
| 24th June | Emmanuel Scott | Emmanuel | Melva | Emmanuel | | | |
| 1st July | Deacon Vic Downs | Velma | Steve | Titus | | Rev. Tony Graff | Holy Communion Fran |
| 8th July | LA Action for Children | Sheila | Steve | Marry | | | |
| 15th July | Rev. Tony Graff H/C | Marry H/C | Velma | Titus | | | |
| 22nd July | Rev. Tony Graff | Steve | Melva | Emmanuel | | | |
| 29th July | Rachel van Hoven Porchlight | Emmanuel | Velma | Titus | | | |
| 5th Aug. | Deacon Vic Downs | Titus | Steve | Steve | | Rev. Tony Graff | Holy Communion Hazel |
| 12th Aug. | Derek Gallagher | Velma | Fran | Titus | | | |
| 19th Aug. | Rev. Tony Graff H/C | Titus | Steve H/C | Velma | | | |
| 26th Aug. | Simon Pooley | Emmanuel | Marry | 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 10.50am. **After the service mingle and talk and be available to help as and when needed.**

Steward on Porch & Fire Duty - arrive between 10am and 10.10 am to carry out general duties. Be in the porch from 10.30am. 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. If Fire alarm sounds, you are responsible to locate fire and evacuate the church.**

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 songs. 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 10.50am. 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