

GRAVESEND METHODIST CHURCH  
STEWARDS ROTA

DATE		AM		PORCH AND		PM	
2019		PRAYER	COUNT	FIRE DUTY			PRAYER
5th May	Emmanuel Scott	Titus	Melva	Emmanuel		Rev. Velma Campbell Holy Communion	Fran
12th May	Rev. Noreen Daley-Lee Christian Aid	Velma	Velma	Fran			
19th May	Rev. Tony Graff H/C	Marry	Fran	Titus H/C			
26th May	Deacon Vic Downs	Melva	Marry	Emmanuel			
2nd June	Eddie Vincent	Titus	Marry			Rev. Velma Campbell Holy Communion	Melva
9th June	Rev. Chris Stone Church Ann	Melva	Velma	Fran			
16th June	Deacon Vic Downs	Emmanuel	Fran	Titus			
23rd June	Karen Willing		Melva				
30th June	Rev. Tony Graff H/C	Emmanuel H/c	Melva				
7th July	Rev. Tony Graff	Titus	Velma	Fran			Melva
14th July	LA Action for Children	Melva	Marry	Emmanuel			
21st July	Deacon Vic Downs	Velma	Fran	Titus			
28th July	Rev. Tony Graff H/C	Emmanuel	Sheila H/C			Circuit Service at Spital Street	
4th Aug.	Deacon Vic Downs	Melva	Steve			Rev. Tony Graff Holy Communion	Hazel
11th Aug.	Monica Wilding	Steve	Marry	Emmanuel			
18th Aug.	Rev. Tony Graff H/C	Titus	Steve	Velma H/C			
25th Aug.	Alan Pooley	Emmanuel	Melva	Marry			

**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**