

GRAVESEND METHODIST CHURCH
STEWARDS ROTA

DATE	AM	FIRE DUTY			PM		
		PRAYER	COUNT	PORCH			PRAYER
2nd Sept	Sarah Smith	Velma	Steve	Titus	Rev. Tony Graff	Holy Communion	Hazel
9th Sept	Deacon Vic Downs	Marry	Fran	Velma			
16th Sept	Rev. Tony Graff Harvest H/C	Emmanuel	Melva	H/C Titus			
23rd Sept	Pat Rowlands	Velma	Marry	Fran			
30th Sept	Rev. Tony Graff	Melva	Steve	Fran			
7th Oct	Emmanuel Scott	Titus	Fran	Emmanuel	Rev. Velma Campbell	Holy Communion	Steve
14th Oct	Rev. Tony Graff H/C	Steve	Marry H/C	Velma			
21st Oct	Deacon Sue Fry Overseas Mission	Melva	Velma	Titus			
28th Oct	Tracy Burch	Emmanuel	Marry	Melva			
4th Nov	Deacon Vic Downs	Titus	Steve	Velma	Rev. Ken George	Holy Communion	Melva
11th Nov	Colin Waldock Rememberance	Marry	Velma	Emmanuel			
18th Nov	Rev. Tony Graff H/C	Melva H/C	Steve	Titus			
25th Nov	Simon Pooley	Steve	Fran	Melva			
2nd Dec	TBA	Emmanuel	Velma	Steve	Rev. Tony Graff	Holy Communion	Fran
9th Dec	TBA Toy Service	Velma	Marry	Fran			
16th Dec	Rev. Tony Graff H/C	Titus	Fran H/C	Titus	Rev. Tony Graff Christingle & Carol Serv	4.30pm	All
23rd Dec	TBA	Velma	Melva	Emmanuel	Rev. Tony Graff	Communion Service 11pm	
30th Dec	TBA	Titus	Marry	Sheila			

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/Fire Duty - 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. Should the Alarm activate you are responsible to investigate and evacuate if necessary.**

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