

GRAVESEND METHODIST CHURCH
STEWARDS ROTA

DATE		AM		PORCH AND		PM	
2019		PRAYER	COUNT	FIRE DUTY			PRAYER
1st Sept	Jenny Force	Steve	Marry	Emmanuel		Street Pastors Service Emmanuel Baptist	
8th Sept	Steve Thompson (MHA)	Melva	Derek	Titus			
15th Sept	Rev. Tony Graff Bapt.	Sheila	Velma	Derek		Encounter with Bart Woodhouse at 4pm	
22nd Sept	Rev. Tony Graff H/C	Titus	Melva	Velma H/C			
29th Sept	Sarah Smith Harvest	Sheila	Steve	Derek			
6th Oct	Pat Rowlands	Emmanuel	Velma	Titus		Rev. Velma Campbell H/C	Melva
13th Oct	LA Overseas Mission	Velma	Melva	Derek			
20th Oct	Rev. Tony Graff H/C	Titus H/C	Steve	Velma		Encounter with Bart Woodhouse at 4pm	
27th Oct	Rev. Tony Graff	Emmanuel	Derek	Steve			
3rd Nov	Steven Laity	Melva	Marry	Titus		Rev. Tony Graff H/C	Steve
10th Nov	Deacon Vic Downs Remembrance	Velma	Melva	Emmanuel			
17th Nov	Rev. Tony Graff H/C	Marry	Steve H/C	Melva		Encounter with Bart Woodhouse at 4pm	
24th Nov	Emmanuel Scott	Steve	Derek	Emmanuel			
1st Dec	TBA	Melva	Velma	Steve		TBA	Melva
8th Dec	TBA	Emmanuel	Marry	Derek			
15th Dec	TBA	Titus	Steve	Velma		Encounter with Bart and Christingle/Carol	all
22nd Dec	TBA	Steve	Melva	Emmanuel			
29th Dec	TBA	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