



Procedures - Duty Steward – 9am

The Duty Steward has a significant and responsible role to play in making church work smoothly each Sunday. Thanks for being willing to take on this responsibility.

Before the Service:

- Arrive at **8am**.
- **If Air conditioners are being used, please leave windows & doors closed. Refer to instructions below.**
- A round table outside under the 'shade sail.' (weather permitting).
- 10 chairs outside.
- slides for play equipment to be taken in after morning tea.
- Offering plates on Communion table.
- Line up 5 helpers to distribute communion and the offering plates during the service. **Please include female helpers.**

Air Conditioners: In Summer;

- Turn air cons on to 25 degrees
- Turn air con fans speed to low setting.
- Turn ceiling fans on to low speed.

In Winter

- Select heat mode.
- Turn fan speed to low setting.
- Ceiling fans to low speed.

During the Service:

- Be aware of any latecomers, set up extra chairs if required.
- Co-ordinate the distribution of communion, and handing around the offering plates. **It's good to be relaxed and casual - there's no need to be formal or ceremonial during these tasks.** Please check the order of service and let the other helpers know if there are any changes.
- Monitor the ventilation, and adjust windows and fans if needed.

After the Service:

- Once people are leaving pack up the rest of the chairs leaving the front 4 rows.
- Please leave one rectangular table and the book table down the back for Lakeshore@Night to use.
- Bring in outside chairs & tables.
- **Count the offering money with one of the helpers.** The banking bag & book in the office and you will need to count & record the offering and pass the bag back to Anthony or Tristan in Anthony's absence.
- close the windows and turn off the fan.

Thank you for faithfully serving in the morning Service