



“Making, Maturing and Motivating Disciples”

What is the job of a Duty Steward at Lakeshore@9

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.

Please ask other church members to help you with these tasks. At Lakeshore there are usually plenty of people very willing to help if asked.

Please check the roster in advance to see when you are on. If you can't make it, please arrange a swap with someone, and inform the service leader of the swap. Try and find someone who is not a current DS to give someone else the opportunity. You will need to send them these instructions so that know what to do.

Before the Service:

- Arrive at **8am**. In setting up the chairs the back three rows need to have the 'reserved for families' signs put on them.
- Open the windows and turn on fans as needed, including in the toilets, and put out any tables as needed. A round table outside under the 'shade sail.' (weather permitting). Card table outside. 10-12 chairs outside. Two slides for play equipment.(to be taken in after morning tea)
- Put the communion table out, and get the offering plates and put them out ready.
- Line up 5 helpers to distribute communion and the offering plates during the service. **Try to include newer church members sometimes. It's also a good thing to include some female helpers.**

During the Service:

- Be aware of any latecomers, and help the welcomers by setting up extra chairs if required.
- Co-ordinate the distribution of communion, the collection of the empty cups 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.** Sometimes the communion and offering will take place at different times – please check the order of service and let the other helpers know if this is the case.
- Monitor the ventilation, and adjust windows and fans if needed.

After the Service:

- Once most people have left pack up the rest of the chairs leaving the front 6 rows.
- Please leave the round table, one rectangular table and the book table down the back for Lakeshore@Night to use.
- **Count the offering money with the aid of one of the helpers.** Anthony will leave the banking bag & book in the office and you will need to count & record the offering and pass the bag back to Anthony personally (or Tristan in his absence).
- After the service, close the windows and turn off the fans