

Netherlee and Stamperland Church

Duty Team rota for normal Sunday worship for session 2023-24

Normal Sunday worship starts at 10.30am

Remembrance, Christmas & Easter service times are on the Worship schedule

If you need to make a swap please tell your Convener

Duties listed overleaf to be allocated and shared amongst the team

Convener / Minibus helper (only 1 required – departs **9.35am**)

A

Alan Fairlie
Alistair Gow
 Barbara Cochran
Iain Alexander
 Jane Curror
John Curror
 Marilyn Love

B

Archie Sharp
Christine McGowan
 Craig Chirrey
Jackie Alexander
 Kay Bolton
Norman Bolton
 Vicky Anderson

C

Elinor Mair
Glenda Cook
 Heather Bryce
 Jim Ferguson
 Malcolm MacVey
Roy Allan
Stuart Buchanan

D

Alison Macfarlane
Anil George
 Cameron Main
 Colin Kirkwood
Donald Henderson
 Elaine Balfour
John Docherty

E

Alan/June McDonald
Alison McKean
 Carole Bartholomew
 Creighton Halliday
Gordon Lang
Marjorie Lang
 Stephen Dunsmore

F

Anne Mann
Bruce Young
George Cowan
 Joan McIntosh
Russell Brown
 Tony Ireland
 Willi Povey

TEAM	DATE
E	03 Sep 2023
F	10 Sep 2023
A	17 Sep 2023
B	24 Sep 2023
C	01 Oct 2023
D	08 Oct 2023
E	15 Oct 2023
F	22 Oct 2023
A	29 Oct 2023
B	05 Nov 2023
C	12 Nov 2023
D	19 Nov 2023
E	26 Nov 2023
F	03 Dec 2023
A	10 Dec 2023
B	17 Dec 2023
C	24 Dec 2023
D	31 Dec 2023
E	07 Jan 2024
F	14 Jan 2024
A	21 Jan 2024
B	28 Jan 2024
C	04 Feb 2024
D	11 Feb 2024
E	18 Feb 2024
F	25 Feb 2024

Communion

is on the
 first Sunday of
 September,
 December,
 March
 and June;
 and also on
 Easter
 Sunday

TEAM	DATE
A	03 Mar 2024
B	10 Mar 2024
C	17 Mar 2024
D	24 Mar 2024
E	31 Mar 2024
F	07 Apr 2024
A	14 Apr 2024
B	21 Apr 2024
C	28 Apr 2024
D	05 May 2024
E	12 May 2024
F	19 May 2024
A	26 May 2024
B	02 Jun 2024
C	09 Jun 2024
D	16 Jun 2024
E	23 Jun 2024
F	30 Jun 2024
A	07 Jul 2024
B	14 Jul 2024
C	21 Jul 2024
D	28 Jul 2024
E	04 Aug 2024
F	11 Aug 2024
A	18 Aug 2024
B	25 Aug 2024

Arrive 1 hour before the service starts, or at the time requested by the Convener

Doors – unlock and open / switch on lights as required

Open the back gate early for the choir

Put traffic cones in place for Minibus parking

Assign the tasks to the Duty Team –

What	Where	Who
Convener	Process offering	
Beadle	Process bible	
Welcome with OoS	Main door	
Welcome with OoS	Main door	
Welcome with OoS	Side door	
Welcome with OoS	Rear door	
Minibus helper dep 09.35	Welcome Hall	

Check (1) Fire Doors are not blocked (2) Fire Extinguishers are in place

Do the paths / steps need sweeping

Flush the toilets and check for (1) soap (2) toilet paper (3) paper hand towels

Large Hall – set up tables and chairs for tea / coffee

Vestry – unlock large cupboards using keys behind the curtain

Order of Service – fold and give to Elders on door duties

Distribute copies for the Choir (20) Organist (1) Vestry (1) Pulpit (1) AV desk (3)

Water – Communion Table (2) Lectern (1) Pulpit (1+carafe) Emergency in LS (1+jug)

Bible (1) from Vestry to Lectern – bookmark readings from Order of Service

(2a) from Front Pew – Beadle carry to Pulpit at start of service

(2b) from Pulpit – Beadle carry out to Lesser Sanctuary at end of service

Check with Minister for any extra or special requests

Is the appropriate Pulpit fall / Banner(s) in position (picture calendar)

Light the candles

Check the Offering baskets are in position

Is there a Retiral collection

After worship

Collect the Offering baskets and count the Offering in the Church Office

Bank the Offering – BoS Newton Mearns – Midweek is OK if more convenient

Large Hall – put away the tables and chairs when tea / coffee over

If required empty the bins

Bring in the traffic cones

Switch off lights / close and lock doors including the back gate

Occasional

Christening (1) reserve some front pews (2) boil water early so tepid in time