

Netherlee and Stamperland Church

Duty Team rota for normal Sunday worship for session 2022/23

Normal Sunday worship starts at 10.30am

other Christmas & Easter services are shown on the Worship schedule

If you need to make a swap please let the Convener know

duties listed overleaf to be allocated and shared amongst the team

Convener / Minibus helper (only 1 required, leaves at 9.45am)

A

Alan Fairlie
Alistair Gow
 Barbara Cochrane
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
 Cameron Main
Colin Kirkwood
Donald Henderson
 Elaine Balfour
 Joan Dunbar
John Docherty

E

Alan/June McDonald
Alison McKean
 Creighton Halliday
Gordon Lang
 Mabel Bell
 Marjorie Lang
Norman Walker

F

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

TEAM	DATE
A	04 September 2022
B	11 September 2022
C	18 September 2022
D	25 September 2022
E	02 October 2022
F	09 October 2022
A	16 October 2022
B	23 October 2022
C	30 October 2022
D	06 November 2022
E	13 November 2022
F	20 November 2022
A	27 November 2022
B	04 December 2022
C	11 December 2022
D	18 December 2022
E	25 December 2022
F	01 January 2023
A	08 January 2023
B	15 January 2023
C	22 January 2023
D	29 January 2023
E	05 February 2023
F	12 February 2023
A	19 February 2023
B	26 February 2023

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

TEAM	DATE
C	05 March 2023
D	12 March 2023
E	19 March 2023
F	26 March 2023
A	02 April 2023
B	09 April 2023
C	16 April 2023
D	23 April 2023
E	30 April 2023
F	07 May 2023
A	14 May 2023
B	21 May 2023
C	28 May 2023
D	04 June 2023
E	11 June 2023
F	18 June 2023
A	25 June 2023
B	02 July 2023
C	09 July 2023
D	16 July 2023
E	23 July 2023
F	30 July 2023
A	06 August 2023
B	13 August 2023
C	20 August 2023
D	27 August 2023

ARRIVE 1 HOUR PRIOR TO START OF SERVICE OR AT TIME REQUESTED BY CONVENER

UNLOCK & OPEN DOORS / 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 09:45	Welcome Hall	

CHECK (1) FIRE DOORS ARE NOT BLOCKED (2) FIRE EXTINGUISHERS ARE IN PLACE

DO THE PATHS / STEPS REQUIRE SWEEPING

FLUSH TOILETS & CHECK FOR (1) SOAP (2) TOILET PAPER (3) PAPER HAND TOWELS

LARGE HALL ~ SET UP TABLES & CHAIRS FOR TEA / COFFEE

VESTRY ~ UNLOCK LARGE CUPBOARDS USING KEYS BEHIND THE CURTAIN

ORDER OF SERVICE ~ FOLD & GIVE TO ELDERS ON DOOR DUTIES

DISTRIBUTE COPIES FOR 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 ~ THEN 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

LIGHT THE CANDLES

CHECK THE OFFERING BASKETS ARE IN POSITION

IS THERE A RETIRAL COLLECTION

AFTER WORSHIP

COLLECT THE OFFERING BASKETS & COUNT THE OFFERING IN THE CHURCH OFFICE

BANK THE OFFERING ~ BoS NEWTON MEARNs ~ MIDWEEK IS OK IF MORE CONVENIENT

LARGE HALL ~ PUT AWAY TABLES & CHAIRS WHEN TEA / COFFEE OVER

~ IF REQUIRED EMPTY BINS

BRING IN THE TRAFFIC CONES

SWITCH OFF LIGHTS / CLOSE & LOCK DOORS, INCLUDING THE BACK GATE

OCCASIONAL

CHRISTENING (1) RESERVE SOME FRONT PEWS (2) BOIL WATER EARLY SO TEPID IN TIME