

## Netherlee and Stamperland Church

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

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
A	<b>04 Sep 2022</b>
B	11 Sep 2022
C	18 Sep 2022
D	25 Sep 2022
E	02 Oct 2022
F	09 Oct 2022
A	16 Oct 2022
B	23 Oct 2022
C	30 Oct 2022
D	06 Nov 2022
E	13 Nov 2022
F	20 Nov 2022
A	27 Nov 2022
B	<b>04 Dec 2022</b>
C	11 Dec 2022
D	18 Dec 2022
E	25 Dec 2022
F	01 Jan 2023
A	08 Jan 2023
B	15 Jan 2023
C	22 Jan 2023
D	29 Jan 2023
E	05 Feb 2023
F	12 Feb 2023
A	19 Feb 2023
B	26 Feb 2023

**Communion**

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

TEAM	DATE
C	<b>05 Mar 2023</b>
D	12 Mar 2023
E	19 Mar 2023
F	26 Mar 2023
A	02 Apr 2023
B	<b>09 Apr 2023</b>
C	16 Apr 2023
D	23 Apr 2023
E	30 Apr 2023
F	07 May 2023
A	14 May 2023
B	21 May 2023
C	28 May 2023
D	<b>04 Jun 2023</b>
E	11 Jun 2023
F	18 Jun 2023
A	25 Jun 2023
B	02 Jul 2023
C	09 Jul 2023
D	16 Jul 2023
E	23 Jul 2023
F	30 Jul 2023
A	06 Aug 2023
B	13 Aug 2023
C	20 Aug 2023
D	27 Aug 2023

**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 –

<b>What</b>	<b>Where</b>	<b>Who</b>
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	
<b>Minibus helper dep 09.35</b>	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