

Tasks for Duty Steward:

Serving as a Steward is a very rewarding role in our Church. Of course it carries responsibilities, but we all share the load and work together so it is never an irksome task for any one person.

A Week in advance of the Service:

Check that there is a Worship Leader on the day you are on duty. If not, it is the responsibility of the duty stewards to liaise with the visiting preacher and the worship group to check:

- a) Whether **Ian** has been in touch with the preacher with basic information about our services at the Brent
- b) Whether there will be live music or if it will be a CD service (**contact Ian/Brian**)
- c) If it is a family service (first Sunday of the month) advise the preacher, ask somebody to do the **birthday prayer** (in advance if possible) and check the **sweet tin**
- d) Whether the preacher needs any help with planning the service
- e) If it is a **Communion Service**, that Keith Dear is aware and also ask the preacher if they would like a projected communion or if they would like to use the blue books (Keith Wood and Fiona both have projected communions that they can forward)
- f) That the preacher forwards everything that they want projected to the duty projectionist by **Thursday evening**, including the Order of Service, so that it can be loaded in time for Sunday. You will need to check who is duty projectionist and forward the email address to the preacher (from rota)
- g) **Ask the preacher to copy you in all emails**, so you can keep track and provide a copy of the **Order of Service** to everybody involved (duty stewards, readers, worship group, projectionist, sound desk operator, door stewards)
- h) **Contact the readers** and advise them of the readings (from rota)

Before the Service:

Arrive in Church around 10.00am

Turn on the lights, including the cross light, and light the communion table candles

Ask the worship leader if they need any help with anything. Check whether they are contacting the readers, or whether they want you to do this.

Open up the Minister's Vestry from the Stewards' Vestry and turn on the heaters, open up door through to Church

Prepare the large print bible for the readings and place book marks in the pages

Greet the speaker when he/she arrives and make them welcome. Show them where the toilet and the Minister's Vestry is and offer them any help they may need

Just before the service starts, pray with all those taking part in the service

Make sure the door from the Minister's Vestry to the Stewards' Vestry is locked during the service

During the Service:

Assist the speaker and worship leader as required. Make sure that the intercessory prayer requests come up to the communion rail with the offering and hand them to the worship leader or preacher.

After the Service:

Thank the speaker and perhaps introduce him/her to some people in the congregation

Collect the water from the pulpit and worship group, and return glasses and jug to kitchen. Extinguish the communion table candles.

Count the offering with another steward (this can be done on an evening later in the week if you are both in agreement, rather than after the service on Sunday but it **MUST** be paid in before Sunday)

Contact John immediately to advise him of the offering amount (text to: 07903 711976))

Advise Tunde if the paying-in envelopes supply or any of the banking stationery is getting low.

Pay in the offering at the Post Office during the week, when convenient, and give the count sheet and receipts to Tunde the following Sunday.

Make sure that all the taps are turned off in the toilets, all heaters and lights are off, doors to church and vestry secure, all windows are closed and lock the church as you leave.

Occasional:

Attend Stewards' Meetings whenever possible (usually held at 3 Rosedale Close) These are very informal and usually held roughly every two months.

Attend Mission Team Meetings whenever possible, roughly in line with the Stewards' Meetings. Again, every informal.

Assist with planning Local Arrangement services and quarterly fellowship events for the whole Church.

Attend Church events whenever possible.