

Check list for Stewards

Arrival

- On arrival unlock front and rear doors using church key.
- Turn on foyer lights (switches near front door) and if required, foyer heaters/fans.
- In church turn on lights (switch at left rear near entry and in adjacent cabinet)
- As required turn on heaters (main switch in cabinet) or fans (controls on rear wall of church near side stage)

Church set up

- Open vestry with church key, and open safe using swipe card, to get out the mikes, remote, matches & key.
- Connect microphones- one at the lectern, and one plugged into the stand for the piano (with cord near pole/lectern)
- Place clip-on microphone, remote (for slides) and matches on lectern
- Give a handheld microphone to person doing Prayers of the people
- Check candle is OK on communion table and offering plates ready on the table near entrance door
- Turn on TV above church entrance (TV remote in lights cabinet) for slides to be seen by person leading service
- Set up music stand (from vestry) if required for guitarist
- Put fresh glass of water at lectern (shelf underneath).
- Liaise with people leading the service for any other needs
- Make sure chairs with arms are in position for those that may need them, and that floors are clean.

- Using small key from safe (on key ring), check the top drawer of file cabinet in meeting room for any cash from Dungeons and Dragons – this will be counted along with offering

Welcoming

- Meet and greet everyone, offer name tag (fill in form) for new people, explain service expectations if never been before.
- Put up table in foyer & bring out name tags. Put chairs around table ready for MAD Kids/ morning tea.
- If no one is on morning tea (or rostered people not yet on site) can check tray of cups is ready, sugar/tea/coffee/bowls & jugs are out.

Service tasks

- If rostered to do announcements, start preparing dot points (refer Mailchimp updates) and check in with Council/other members who may have more eg Havea Chat, meetings, events.
Announcements include a welcome to all
- Close entrance door after kids go out/as needed
- Count church attendees (numbers are written in weekly register/ form)
- Collect offerings (stand in front of step while service leader prays, then place bowls on table)

Counting the offering

- Following the service, both stewards count and record the offering and any other donations (eg D & Ds), completing the offering template form (top drawer vestry desk).
- Cash and form are placed in a banking bag (left drawer of desk) and locked in the safe with the paper receipt.

- Weekly records are copied into the red register (top drawer of desk) eg date, service leader, attendance number, offerings via cash & envelopes, other donations, service total.
- Treasurer (?) can print more envelopes as needed to restock foyer

Packing up following Church

- Microphones, remote, match box & D & D key are placed back in safe.
- Glass on lectern returned to kitchen
- Candle extinguished
- Collection plates placed back on table at church doorway after counting
- Lights off, heaters/fans off
- Pack away table and chairs in foyer
- Ensure both back and front doors are clocked when all leave

*** Communion Services**

- (The communion steward prepares the bread and grape juice)
- Stewards put tablecloth on communion table and set up a stand for leader's book/notes (use one from table or the standing one).
- Service stewards can bring out the glasses, plates, cups and juice from the vestry cupboard to the kitchen by 9am, and when prepared by communion steward, place them on the table with light cloth cover as needed.
- If Communion Steward is not there, stewards may be asked ahead of time to assist with communion food prep.
- (Other people eg elders, are usually asked to serve the communion)

- Take cups etc back to kitchen after the service for washing up then back to vestry cupboard.