

BROOKSIDE METHODIST CHURCH

Gunthorpe Road, Peterborough PE4 7TG

Registered Charity Number: 1142796



Brookside Methodist Church Peterborough

GOVERNANCE

Supplement

Stewards Duties

Managing the Service

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1 DUTY STEWARD RESPONSIBILITIES

The following information provides guidance to the Duty Steward for the management of Sunday Worship and other special Services as appointed on the Duty Rota.

Items which are the responsibility of others but which are necessary for the smooth running of the service will be identified where appropriate.

1.1 The Sunday Service

1.1.1 In advance of the service

- Ensure you have a copy of the current Preaching Plan;
- Ensure you have a copy of the church Duty Rota;
- Be aware of the duties and responsibilities of all others associated with the service and presume that these will be carried out.

1.1.2 About two weeks before the service:

- Contact the Preacher with a letter of welcome, giving some information about Brookside, type of service and other relevant details including the allocation of a worship Leader, if planned;
- Copy your letter to the Worship Leader if one is allocated. It is the responsibility of the Worship Leader to contact with the preacher to offer any support;
- Ask for Order of service to be sent to you by the Wednesday prior to the Sunday of the service. (see sample letters);
- If you have not received the information from the preacher by the Wednesday you will need to contact them.

1.1.3 When the Order of service has been received:

- Confirm that all standard requirements are included;
- Confirm receipt with the Preacher;
- Ask for clarification if necessary and repeat the offer of further help if they need it
- Send the order of service to the person in charge of multi-media
- Send the order of service (or hymn numbers) to the Organist/Pianist. Remind the Preacher that they must agree directly with the Organist/Pianist any special musical requests for the service well in advance. Contact details should be provided if necessary;
- Contact the readers with details of their readings
- Prepare copies of the order of service for the organist, the Vestry steward, the PA operator and the readers (and anyone else involved in the service who may require a copy);
- Some readers may need their readings to be printed out in large print. If possible please do this. If it's not possible, explain and suggest they use the large print Lectern Bible.

1.1.4 On the day - Before the service

- For a 10.30am service you need to arrive by 9.40am;
- Unlock and open the gate, relock it in the open position;

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- Do not leave the door unlocked until someone else is in the building with you;
 - Please wear your Steward's badge at all times, so that you can be identified by visitors.
 - Put on lights if necessary and check that all is in order with the building;
 - Confirm that others doing a duty have arrived at an appropriate time otherwise ask the first suitable person you see to stand in for them until they arrive! If it is your Vestry steward you may need to start doing some of their jobs yourself;
 - Put out 'Reserved' signs on front two rows (centre) for Sunday Club (except 4th Sunday)
 - Give out Orders of Service or ask the Vestry steward to do this
 - Position yourself somewhere where you will see the preacher arrive and greet them

1.1.5 When the Preacher arrives

Note: If the preacher does not arrive YOU are responsible for ensuring that an act of worship happens

- Show the preacher anything they may need (toilets, layout of the Sanctuary, where the Sunday Club will sit, etc.);
- Confirm who will light and extinguish the Worship candle
- Explain about the large wooden salver being used to receive collection plates / bags
- Explain that there is a book for prayer requests and if there are any entries this will be brought to them (or the person leading intercessory prayers) during the first hymn
- Ask if they have any special requirements, explain that you will lead Vestry prayers at approx. 5 mins before the service
- Try to discourage congregation members from 'chatting' in the vestry ~ or using it as a thoroughfare! If the preacher indicates they would like some quiet time, close the door and be prepared to block it!!!
- Check that the PA operator has fitted the radio mike and explained how it will work
- Ensure someone is persuading people to go into church from the other parts of the building (including Sunday Club on 2nd and 3rd Sundays)
- Lead vestry prayers

1.1.6 At the beginning of the service

- Escort the preacher into the sanctuary via the vestry door
- Take your place at the lectern and wait for hush ~ however long it takes! (SMILE!)
- Welcome congregation to worship ~ special welcome to any visitors
- Invite everyone to stay behind for coffee afterwards
- Give out any previously agreed notices
- Welcome the preacher to our pulpit
- If requested by preacher light the worship candle and stand for a few moments before leaving the dais

1.1.7 During the service

- Sit where you can monitor the front door (unless this duty is being carried out by the Welcome steward or the Vestry steward)

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- During the first hymn either you or the Vestry steward need to check the Prayer book from the vestry table and, if there are any entries for that day, take it to the preacher
 - Be prepared to go out with anyone in difficulty or distress
 - Be prepared to deal with any disturbance or problem

At some point during the service you need to do a head count of everyone at worship (including Preacher Organist, Sunday Club Leaders etc.) plus any children (in Sunday Club or younger ones who remain in the service) and enter these totals in the yellow book kept on the Vestry table. Separate counting is needed during October when an officially recorded count is done and forwarded to London.

1.1.8 Services with Holy Communion

Holy Communion is usually celebrated on the 1st Sunday of the month. The Sunday Club will be not be present at the beginning of the service.

- Check that the rails and kneelers are in place (central cushion is put to one side for the beginning of the service when access to the lectern is needed)
- Advise the Preacher that the Sunday Club will join the main Congregation immediately prior to the commencement of the Holy Communion;

1.1.9 At the end of the service

- After the silence, open the main doors for people to leave

1.1.10 After the service:

- Double check that the offertory stewards have collected the collection from the communion table;
- Make sure the Offertory stewards have access to the metal cupboard in the vestry;
- Double check that the Vestry steward has got a drink for the preacher;
- Ensure that the Preacher is not standing on their own ~ take them to join a table for coffee if they are not regular visitors (but don't monopolise them yourself);
- If the Preacher is someone from outside the Circuit who has been invited by the church (NOT if they have been invited by the circuit when making the Plan) we are responsible for offering to pay their expenses. This can be done by asking the Treasurer to have ready a cheque for the appropriate amount OR if this cannot happen the money can be taken from the cash in the collection;
- When the preacher is ready to leave thank them and if appropriate see them to their car.

1.2 9.00am Communion Service

- For a 9.00am service you need to arrive by 8.30am
- This service takes place in the Prayer chapel
- There is no Vestry steward or Musician for this service
- Put up the hymn numbers
- Put out the collection box from the vestry near the exit door

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- Any monies in there need to be given to the Offertory stewards after the 10.30am service and logged as collection for Benevolent Fund)
 - The duty steward prepares communion for this service
 - Put service and hymn books on chairs
 - When the service has started you need to put out the door bell & notice and lock the outside door
 - Be prepared to operate the CD. It is kept in the metal cupboard in the vestry and needs to be returned there after the service
 - Pack everything away as soon as you can so that preparations can be made for the 10.30am service

1.3 6.30pm Evening service

- For a 6.30pm service you need to arrive by 6.00pm
- No Vestry steward is appointed
- The hymn books are placed on the chairs as there are no welcome or book stewards appointed
- There is no collection at this service
- This service takes place in the Prayer Chapel in the summer and the lounge in the winter
- If in the Prayer Chapel the worship candle is moved to the small table
- If the service is in the Prayer Chapel you need to put out the door-bell and notice (as for 9.00am service)
- If in the lounge the chairs are set out in a circle facing the hatch
- The wooden cross from the Prayer chapel and the flowers are set up on a table in front of the serving hatch.
- A hymn board is propped up on the same table

1.4 After the Last Service of the day

- If appropriate contact the Preacher or anyone else to thank them for their input to the service;
- Liaise with other stewards to share any concerns or anything that needs to be communicated (either email or via the book in the vestry).

1.5 Securing the Premises

- Check that everyone has left and the building is empty (this involves checking the cubicles in the cloakrooms);
- Check the building is relatively clean and tidy & all appliances off in the kitchen;
- Check all doors and windows are secure and locked (including any that shouldn't have been opened!);
- Make sure the metal cupboard is relocked;
- Lock the front door;
- Lock the gate if there are no more services (check first that there are no cars in the car-park!).

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1.6 Messy Church and Café Worship

A Duty Steward is not required at these services.

1.7 Special services, Weddings & Funerals

Stewarding requirements will be agreed as part of prior planning for the event.

Additional points for consideration:

1.7.1 Christmas

- Church Christmas tree to be removed from loft and erected;
- Tree decoration;
- After use tree and accessories to be returned to storage;
- Advent wreath;
- Christmas post-box;
- Christmas card sorting and uncollected ones to go in pigeon holes

1.7.2 Remembrance Sunday

- Poppy wreath

1.7.3 Special Sundays

- Banners in church to be put up and taken down as appropriate

2 VESTRY STEWARD RESPONSIBILITIES

- Arrive in good time before the service to ensure the necessary preparations for the service are completed;
- Ensure that the lights are on in the church and everywhere is tidy for the service;
- Take the cover off the grand piano;
- Prepare the hymn boards and put them up in the church;
- Place a fresh glass of water in the pulpit;
- If a Worship Leader is due to take part put a second glass of water at the back of the communion table;
- Give collection bags to the Offertory Stewards;
- Greet the preacher and show them to the vestry if the Duty Steward is otherwise occupied;
- Distribute any named orders of service;
- Usher any loiterers into the church so that the service can start in a calm atmosphere;
- When the Duty steward and the preacher have entered church remain in the foyer for five minutes to usher in any late-comers;
- Remain near the door to watch for anyone else entering the building after the service has started (for security & welcome purposes);

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- After the service get the Preacher a drink;
 - Take down the number boards and put them back in the vestry returning numbers to the box;

3 WELCOME STEWARD RESPONSIBILITIES

- Arrive at church approximately 20 to 30 minutes before the service, so that someone is there as the earliest members of the congregation arrive;
- Two Welcome Stewards are required for each week;
- The first person on the rota should stand at the external door to assist any persons who are infirm or have mobility problems;
- Some people will need assistance from the car that drops them off so that the driver can move out of the drop-off layby as swiftly as possible;
- If the need arises there is a wheel-chair available that can be used to transfer anyone having difficulties;
- The second person on the rota should stand in the vestibule at the entrance to the church to offer a handshake and a warm word of welcome;
- If there is a Visitor to the Church, they should be directed to an appropriate seat or attract the attention of another person to do this;
- Do not engage in lengthy conversations at the door;
- If you are unable to fulfill a rostered duty you are responsible for finding another welcome steward who is able to swap with you and then advise the Duty Steward of the change.

4 BOOK STEWARD RESPONSIBILITIES

- Arrive at church approximately 20 to 30 minutes before the service, so that someone is there as the earliest members of the congregation arrive;
- Explain the provision of overhead projection to visitors;
- Large print books are available on the left hand side of the shelves;
- Notice sheets will be placed on the vestibule table;
- The duty steward will advise you if there are any other things that need to be given out;
- Do not engage in lengthy conversations at this time
- After the service check the pews and retrieve any books left there;
- Return all books to the correct location on the vestibule shelves;
- If you are unable to fulfill a rostered duty you are responsible for finding another Book Steward who is able to swap with you and then advise the Duty Steward of the change.
- Collect the offertory bags from the Vestry Steward before the service;
- When the offertory is announced during the service pass the bags along the rows of seats from front to back;
- Wait at the back of the Church until all rows have been attended to;
- Collectively, take the offering bags forward to be received and blessed by the preacher.

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- Wait at the front during the Blessing then return to your seat.

5 OFFERTORY STEWARD RESPONSIBILITIES

- Immediately after the service, collect the offertory bags and dishes and take to the vestry and do not leave them unattended;
- Two counters count the offerings in:
 - a) cash and any incidental money handed in;
 - b) numbered envelopes, recording each one under the number;
 - c) unnumbered envelopes;
- Log the monies received, recording each category separately;
- Sort the various forms of giving so that gift aided giving can be processed;
- bag the money up ready for banking;
- complete bank slips and take the money or lock it in the safe;
- bank it as soon as possible.

6 PA STEWARD

- You need to arrive at the Church at least 30 minutes prior to the start of the service;
- Liaise with the duty steward as to whether any special requirements are needed for that particular service;
- Obtain key to PA cupboard from vestry and unlock the PA unit;
- Switch on sockets;
- Set up lectern mike and check that it is working;
- Test battery in radio mike and switch on to check all is working properly;
- Put in tape ready to record the service and label appropriately, switch on tape recorder;
- Liaise with the multi media steward if there is any music that needs playing through the system;
- Fit preacher with radio mike, switch it on, but make sure they know how to operate it;
- After service, make sure everything is switched off and all equipment put away;
- Lock the PA cupboard and return the key to the vestry cupboard.

7 MULTIMEDIA STEWARD

7.1.1 Before your duty day.

- During the week before your duty, collect the church laptop from the metal cupboard in the vestry. (If appropriate check that no-one else needs it before you);
- Sign the sheet on the back of the cupboard door to say you have taken the laptop;
- When you have received the order of service, prepare the service for projection using Easy

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Worship, Power Point and/or videos as required. (*Written training instructions have been produced*);

- If necessary contact the preacher or Duty Steward with any queries.

7.1.2 On your Duty Day.

- Arrive in good time (half an hour before the start of the service);
- Set up the laptop appropriate to the service. If a video is to be run, connect the laptop to the sound system;
- Switch on the projectors' switches on the wall, pull down the screens and turn on the projectors with the remote controls;
- Project the service as per the written training instructions;
- When the service is over, complete the on-line report (this can be done from home on another computer/lpad/mobile phone if necessary);
- Shut down the laptop, turn off the screens using the remote controls and switch off the power on the wall;
- Return the laptop to the metal cupboard in the vestry and sign the sheet to say you have returned it.

8 COMMUNION STEWARD

8.1.1 Before your duty day.

- Agree with the other duty communion stewards who will provide the bread for the service.

8.1.2 On your Duty Day.

- Arrive at church by 10am
- Prepare communion table with white cloth and one to cover elements
- Prepare elements – ie cut up bread and place on silver salver with a few wafers.
- $\frac{3}{4}$ fill the glasses with small jug provided. Put a little wine in chalice
- Set the table and cover with white cloth
- Check the communion rails are in place
- When requested by preacher, invite members forward in turn
- Inform preacher if anyone wants communion in their seat
- At end of service, gather up and wash glasses and clear table
- Record numbers in book
- Tidy everything away
- Wash cloths if soiled
- If stock of wine is low, it can be purchased at Christian Bookshop. Give invoice to Treasurer.