

Gravesend Methodist Church
Porch Stewards Duties

- Arrive and be in the porch by 10.20am
- One steward to remain in the porch until 11.15am to greet latecomers.
- Ensure that the Food Bank trolley is in the porch and wheel it into the church during the singing of a hymn/song.
- Check if any service books are required for the service and give them to people as they arrive.
- Give an extra special welcome to visitors and if necessary show them into the church telling them that they can sit any where. If there are children you could mention that we have Explorers and 10/22 and point out their location.
- When/if standing on the steps, say 'good morning' to passers by, if appropriate.
- **If you are unable to make a particular date please arrange your own replacement.**

Porch Rota

Date 2017	AM		PM
1 st January	Sarah Smith	Vera Mak	
8 th January	Alan Day	Carol Day	
15 th January	Phebe Povey	Marian Day	
22 nd January	Dave Young	Phillip Pollard	
29 th January	Vera Mak	Terry Owen	
5 th February	Sarah Smith	Phebe Povey	
12 th February	Vera Mak	Dave Young	
19 th February	Bob Hawkins	Carol Day	
26 th February	Phebe Povey	Marian Day	
5 th March	Vera Mak	Sarah Smith	
12 th March	Alan Day	Carol Day	
19 th March	Sarah Smith	Terry Owen	
26 th March	Bob Hawkins	Phillip Pollard	
2 nd April	Phebe Povey	Marian Day	
9 th April	Sarah Smith	Dave Young	
16 th April	Alan Day	Carol Day	
23 rd April	Dave Young	Vera Mak	
30 th April	Jennifer Carter	Terry Owen	

Thank you for offering to be on this rota.
Your time and commitment are much valued.