

GRAVESEND METHODIST CHURCH  
STEWARDS ROTA

DATE	AM				PM		
		PRAYER	COUNT	PORCH			PRAYER
7th May	Rev. Malcolm Cooper	Emmanuel	Steve	Titus	Rev. Tony Graff	Holy Communion	Hazel
14th May	Mavis Prater Christian Aid	Melva	Velma	Fran			
21st May	Rev. Tony Graff H/C	Titus	Marry H/C	Velma			
28th May	Deacon Vic Downs	Emmanuel	Sheila	Titus	<b>Circuit Service - Gravesend</b>	<b>All</b>	Stewards
4th June	Emmanuel Scott	Emmanuel	Marry	Titus	Rev. Velma Campbell	Holy Communion	Melva
11th June	Best Sunday for Ages LA	Marry	Fran	Emmanuel			
18th June	Rev. Tony Graff H/C	Emmanuel	Velma	Titus H/C			
25th June	Deacon Vic Downs	Velma	Melva	Emmanuel			
2nd July	S Rowe	Melva	Steve	Velma	Rev. Tony Graff	Holy Communion	Fran
9th July	LA Action for Children	Melva	Fran	Marry			
16th July	Rev. Tony Graff H/C	Titus	Velma H/C	Fran			
23rd July	Deacon Vic Downs	Emmanuel	Sheila	Titus			
30th July	Carey Laughland C.A.P.	Titus	Marry	Melva			
6th Aug.	Jenny Force	Sheila	Velma	Titus	Rev. Ken George	Holy Communion	Melva
13th Aug.	Monica Wilding	Velma	Melva	Marry			
20th Aug.	Deacon Jane Paine	Melva	Marry	Titus			
27th Aug.	Eddie Vincent	Marry	Steve	Melva			

**If it is not being done by the worship leader, please introduce and welcome by name and church they come from, all visiting preachers at both morning and evening services.**

**Steward on Prayer** - arrive between 10am and 10.10am to carry out general duties. Then talk to members of the congregation, particularly any new people and be available to assist with any last minute jobs. Be present for the prayer in the music area at 10.50am. **After the service mingle and talk and be available to help as and when needed.**

**Steward on Porch** - arrive between 10am and 10.10 am to carry out general duties. Be in the porch from 10.30am. Stay in the porch until 11.10am. There is no need to attend the pre service prayer. Wheel in the Food Bank trolley during the singing of a hymn. **After the service mingle and talk and be available to help as and when needed.**

**Steward on Count** - arrive about 10.20am. Get out the book and number boards ready for the count. ***It is your duty to give out offering bags to 4 people during first two songs. Try not to ask the same people each week.*** If all duties are done then mingle and talk with the congregation, especially any visitors. Be present for the prayer in the music area at 10.50am. After the service do the count, give the money bag to Sheila (or lock it in the office cupboard if she's not available). Then check who is going to **lock up and set alarms.**

**General Duties -Water back of church & in lectern and remove at end of Service, Song numbers on board, Make sure collection plate & bags out**