

GRAVESEND METHODIST CHURCH
STEWARDS ROTA

DATE	AM				PM		
		PRAYER	COUNT	PORCH			PRAYER
3rd Sept	Deacon Vic Downs	Emmanuel	Velma	Fran	Circuit Service 4pm Gillingham		
10th Sept	Rev. Tony Graff	Melva	Marry	Velma			
17th Sept	Rev. Tony Graff Harvest H/C	Emmanuel H/c	Fran	Titus			
24th Sept	Derek Gallagher	Marry	Melva	Fran			
1st Oct	Deacon Vic Downs	Emmanuel	Velma	Fran	Rev. Tony Graff	Holy Communion	Hazel
8th Oct	Sara Crouch	Marry	Fran				
15th Oct	Rev. Tony Graff Oversea Miss.H/C	Titus	Marry H/C	Emmanuel			
22nd Oct	Alistair	Emmanuel	Velma	Marry			
29th Oct	Rev. Tony Graff	Melva	Steve	Titus			
5th Nov	Rev. Kan Yu	Titus	Melva		Rev. Ken George	Holy Communion	Fran
12th Nov	Deacon Vic Downs Rememberance	Melva	Velma	Emmanuel			
19th Nov	Rev. Tony Graff H/C	Emmanuel	Fran	Titus H/C	Songs of Praise (Eat around) 4.30 p.m		All
26th Nov	Georgina Brooks	Velma	Fran				
3rd Dec	TBA	Titus	Steve	Fran	Rev. Tony Graff	Holy Communion	Emmanuel
10th Dec	TBA Toy Service	Melva	Steve	Velma			
17th Dec	Rev. Tony Graff H/C	Velma H/C	Marry	Titus	Rev. Tony Graff Christingle & Carol Serv 4.30pm		
24th Dec	Rev. Tony Graff	Titus	Velma		Rev. Tony Graff Communion Service 11pm		
31st Dec	TBA	Titus	Marry				

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 10.55am. **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 10.20am. 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 song. 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 10.55am . 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