

Rutland Road Church Duty Steward Guidelines

Worship for All

- Arrive by 10.00 am.
- Unlock front door, unset alarm and unlock side door and gate (key in kitchen).
- Check heating systems in Main Hall and Lounge are operating if needed. If not functioning please contact Ian Aldrich, Trevor Moisey or Brian Eames.
- Open Main Hall windows as appropriate to the weather.
- Check 4 rows x 6 chairs laid out each side of main Hall (stack any unused chairs at the rear, minimum 24 chairs).
- Position communion table across Main Hall, with space all around.
- * Place tablecloth from cupboard at rear diagonally on table, plus 2 bread bowls, 2 goblets, 2 paper napkins.
- * Fill 2 goblets with grape juice from freshly opened carton. Place remainder of opened carton in fridge, for use by anyone during the week. Throw away any opened cartons already in the fridge. Place loaf in the bread bowl. Supply of bread and grape juice arranged by Margaret Moisey.
- Place a Bible on each chair and Songs of Fellowship book on alternate chairs if not already in place.
- Stack What's On, on the cupboard by the door ready for distribution as people come in, if necessary. Get out the appropriate prayer badges (check which box in What's On) and hand them to the appropriate members.
- Ensure platform lights are switched on for the benefit of the musicians, other lights as required. The hall looks more welcoming with lights on.
- Greet people.
- Direct visitors to any facilities they may need.
- Call any Elder to assist if a visitor has questions that you cannot readily answer
- Add further row(s) of seats after back row has been occupied- there should always be empty seats available for late arrivals. 'Top-up' placement of Bibles and songbooks.
- Assist visitors to find a seat, preferably near an appropriate 'regular'.
- Remain at the door until 10.45 am to greet late arrivals.
- Sit close to the door, or on the back row, during the service, in view of the foyer. Investigate any untoward entry.
- * Return bread and grape juice (not napkins) to communion table.
- Watch during the service for anyone who may need help – and maintain appropriate ventilation.

After the service

- Push trolley to near front of aisle to encourage volunteers to retrieve abandoned books and Bibles. Stack any 'What's On' on shelf at back of Main Hall (for sending by others to absentees).
- Dispose of surplus bread and grape juice to waste bin and sink. Arrange for washing of bowls and goblets. N.B. Used disposable cups to be placed in 'orange sack' and not re-used.
- Return cloth to cupboard at rear of Main Hall.
- Close all windows in the Lounge, Kitchen, Main Hall, Quiet Room, Crèche Room and Toilets, securely.
- Lock side gates and side door, (Chubb lock only, not Yale lock).
- Ensure heating system is off – if not, contact Ian Aldrich, Trevor Moisey or Brian Eames.
- Remove any water glasses from the lectern.
- Switch off all lights (including Boiler Room) and check building is secure.
- Set alarm and lock front door, (Chubb lock only, not Yale lock).

** Procedure for swine-flu precautions*

- *Fill small glass jug in kitchen with grape juice from freshly opened carton.*
- *Pour small amount of juice into disposable cups.*
- *Place say, 40, cups on 2 trays and place on communion table, with jug of juice and spare cups for 'topping-up'.*
- *Cut slices from loaf and cut further into small cubes; heap in 2 bread bowls and place on communion table.*