

Church Checklist for Sunday Worship



The Team Leader is the first name on the Duty Rota (in red). **Rota attached below.**

3 Welcome Team Members should be at the Church Centre for 10.15 a.m. and 2 'Counters' will count the collection and ensure the cash is taken to the bank.

Tasks before the service

External																				
Check for and clear rubbish/leaves etc around the entrance and car park.																				
Dry the handrails, if necessary.																				
Internal																				
If necessary, switch on the fire in the Gladys Aylward for the crèche.																				
Check that all lights are switched on including the stained-glass window.																				
Set up the children's area																				
Check the hand sanitiser on a table in vestibule area – use blue roll/hand towel under dispensers.																				
Using antibacterial wipes, wipe 'touch points' such as tables, light switches and door handles.																				
Using antibacterial wipes, wipe over the surfaces in the toilets																				
Open the Bible on the Communion table.																				
Make sure there are wipes at the lectern and put child step on the floor.																				
Set up 1 offering plate & the retiring offering brass bowl (with sign) at the front entrance and at the exit from the Elisabeth Elliot.																				
Put a carafe of water and a glass (stored in a labelled box in the kitchen) on the Communion table.																				

Internal (continued)																			
Collect flowers from the kitchen and put one vase to the left on the Communion table and one at the entrance to the Church Centre.																			
Confirm delivery of flowers (see Rotas' folder) and ensure flower cards are signed																			
Bell to be switched on at 10.40am. Then switched it off at 11am.																			
Put 6 'Reserved for Latecomers' signs on the 6 seats nearest the door.																			
Check that 2 unopened bottles of water and a glass are on the shelf beside the First Aid pack.																			
Put 'Service has started' sign on door frame just before the service starts																			
The Team Leader will:-																			
Allocate tasks, give out jackets & name badges																			
Allocate someone to welcome congregation as they arrive.																			
Confirm with 'counters' for offering & drop off to bank																			
Confirm with crèche or Sunday Club helpers (see Rotas' folder)																			
Confirm with Tea/Coffee team (see Rotas' folder)																			
Confirm with Worship readers (see Rotas' folder) and ensure they have a copy of the part they are reading																			
Allocate 'awareness person' to look out for any issues during the service.																			
Allocate someone to sit near the entrance to the David Livingstone in case of late comers.																			
Allocate guides to usher the congregation out of the main entrance at the end of the service.																			
Check with the minister if there any special requirements for the service e.g. at baptisms																			
During the singing of the final hymn alert Crèche that the service is nearly over or ask someone else to do this.																			

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Tasks after the service										
Open the doors from the church centre exit, Elisabeth Elliot and vestibule to outside.										
Put the water glass and carafe away										
Check David Livingstone for any left property etc.										
Remove 'Service has started' sign.										
Using antibacterial wipes, wipe 'touch points' such as tables, light switches and door handles.										
Using antibacterial wipes, wipe over the surfaces in the toilets										
Put the offering plates away.										
Empty bins										
If everyone has left, switch off all the lights and close & lock all doors including patio doors and shutters in the Eric Liddell. Or, if there are people still in the building, ensure they can lock up.										

Welcome Team Rota

Team	Date	Name	
1	21.04.24	Bob	Rendall
		Christine	McLachlan
	28.04.24	Alastair	McLachlan
		Bob	Rendall
		Christine	McLachlan
		Alastair	McLachlan
2	5.05.24	Ena	Davidson
		Susan	Harvey
		Ruth	Lang
	12.05.24	Ena	Davidson
		Susan	Harvey
		Ruth	Lang
3	19.05.24	Margaret	Burton
		Joy	Glennie
		Ann	Langley
	26.05.24	Margaret	Burton
		Joy	Glennie
		Ann	Langley
4	2.06.24	George	Good
		Ann	Good
		Roy	Smith
	9.06.24	George	Good
		Ann	Good
		Roy	Smith
5	16.06.24	Ellen	McVean
		Jim	Crawford
		Jean	McMillan
	23.06.24	Ellen	McVean
		Jim	Crawford
		Jean	McMillan
6	30.06.24	Ruedi	Nager
		Kat	Jones
		Jackie	Scott
	7.07.24	Ruedi	Nager
		Kat	Jones
		Jackie	Scott
	Reserve	Val	McRae



Counting Team Rota

Team	Date	Name	
1	21.04.24	Phyllis	Strachan
		Helen	Jordan
	28.04.24	Phyllis	Strachan
		Helen	Jordan
2	5.05.24	Jean	McDonald
		Joyce	Watt
	12.05.24	Jean	McDonald
		Joyce	Watt
3	19.05.24	Jim	McVean
		Jen	McRae
	26.05.24	Jim	McVean
		Jen	McRae
4	2.06.24	Barbara	Anderson
		Joan	Darling
	9.06.24	Barbara	Anderson
		Joan	Darling
5	16.06.24	Wilma	Crawford
		Stephen	Wallace
	23.06.24	Wilma	Crawford
		Stephen	Wallace
6	30.06.24	Yvonne	Wallace
		Robert	Scott
	7.07.24	Yvonne	Wallace
		Robert	Scott
	Reserves	Linda	Kirkpatrick
		Ann	Martin