

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																				
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 2 offering plates & 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.																				
If necessary, open the roof windows or pick up the remote controls in case it gets warm during the service.																				

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 glasses 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 know what they are reading and have a copy.										
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	16.03.25	Bob	Rendall
		Joy	Glennie
	23.03.25	Jim	Crawford
		Bob	Rendall
		Joy	Glennie
		Jim	Crawford
2	30.03.25	Christine	McLachlan
		Alastair	McLachlan
		Jackie	Scott
	6.04.25	Christine	McLachlan
		Alastair	McLachlan
		Jackie	Scott
3	13.04.25	Ann	Pert
		Ann	Langley
		Roy	Smith
	20.04.25	Ann	Pert
		Ann	Langley
		Roy	Smith
4	27.04.25	Ruedi	Nager
		Kat	Jones
		Ruth	Lang
	4.05.25	Ruedi	Nager
		Kat	Jones
		Ruth	Lang
5	11.05.25	Margaret	Burton
		Ann	Good
		George	Good
	18.05.25	Margaret	Burton
		Ann	Good
		George	Good
Reserves		Val	McVean
		Ellen	McVean
		Susan	Harvey

Counting Team Rota

Team	Date	Name	
1	16.03.25	Phyllis	Strachan
		Robert	Scott
	23.03.25	Phyllis	Strachan
		Robert	Scott
2	30.03.25	Helen	Jordan
		Joyce	Watt
	6.04.25	Helen	Jordan
		Joyce	Watt
3	13.04.25	Stephen	Wallace
		Jen	McRae
	20.04.25	Stephen	Wallace
		Jen	McRae
4	27.04.25	Barbara	Anderson
		Joan	Darling
	4.05.25	Barbara	Anderson
		Joan	Darling
5	11.05.25	Wilma	Crawford
		Yvonne	Wallace
	18.05.25	Wilma	Crawford
		Yvonne	Wallace
Reserves		Jean	McDonald
		Jim	McVean
		Linda	Kirkpatrick
		Ann	Martin