

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 & 1 retiring offering 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.											

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										
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		Replacement
1	5.11.23	Susan	Harvey	
		Bob	Rendall	
		Beryl	Thomas	
	12.11.23	Susan	Harvey	
		Bob	Rendall	
		Beryl	Thomas	
2	19.11.23	Ena	Davidson	
		Jim	Crawford	
		Roy	Smith	
	26.11.23	Ena	Davidson	
		Jim	Crawford	
		Roy	Smith	
3	3.12.23	Ann	Langley	
		Ruth	Lang	
		Joy	Glennie	
	10.12.23	Ann	Langley	
		Ruth	Lang	
		Joy	Glennie	
4	17.12.23	Margaret	Burton	
		George	Good	
		Ann	Good	
	24.12.23	Margaret	Burton	
		George	Good	
		Ann	Good	
5	31.12.23	Jackie	Scott	
		Jean	McMillan	
		Ann	Pert	
	7.01.24	Jackie	Scott	
		Jean	McMillan	
		Ann	Pert	
6	14.01.24	Ellen	McVean	
		Ruedi	Nager	
		Kat	Jones	
	21.01.24	Ellen	McVean	
		Ruedi	Nager	
		Kat	Jones	
	Reserve	Val	McRae	



Counting Team Rota

Team	Date	Name		Replacement
1	5.11.23	Phyllis	Strachan	
		Helen	Jordan	
	12.11.23	Phyllis	Strachan	
		Helen	Jordan	
2	19.11.23	Wilma	Crawford	
		Joyce	Watt	
	26.11.23	Wilma	Crawford	
		Joyce	Watt	
3	3.12.23	Jim	McVean	
		Jen	McRae	
	10.12.23	Jim	McVean	
		Jen	McRae	
4	17.12.23	Barbara	Anderson	
		Joan	Darling	
	24.12.23	Barbara	Anderson	
		Joan	Darling	
5	31.12.23	Jean	McDonald	
		Stephen	Wallace	
	7.01.24	Jean	McDonald	
		Stephen	Wallace	
6	14.01.24	Yvonne	Wallace	
		Robert	Scott	
	21.01.24	Yvonne	Wallace	
		Robert	Scott	
	Reserves	Linda	Kirkpatrick	
		Ann	Martin	