

CHURCH SERVICE DUTIES FOR ALL MEMBERS OF THE DOOR DUTY TEAMS

Dress code

- Smart Casual

MORNING SERVICE AT KNIGHTS COLLEGE

Before Service

- Arrive **an hour [7:30am]** before the morning service starts.
- Check and correct the layout of chairs, straighten where needed.
- **Two people** to be on door greeting after set up, to hand out Bulletins to all
- Make sure **our clock** is hung and removed [**after Bible Hour**] from the back of the hall.
- Set out blue cloths & packed away in the PURPLE BAG **after Bible Hour**.
- In winter – turn on heaters @ 7:30am [install our gas bottles from the storeroom and replace after the morning service x3].
- Check drinking water for preacher – jug and glasses in the ABC kitchen cupboard - please make sure that these are put back into the cupboard after the morning service.
- Please make sure the **bell is rung at 8:25am** and prepare to usher folk in for the service to start at 8:30am.

During Service

- Assist with seating of congregation.
Late comers: Please can you keep rows two and three from the back, centre section [\pm 14 seats] available for late comers [normally new folk] so that they do not feel embarrassed by having to walk all the way to the front of the hall.

Offering

- Collection to be taken when indicated by worship leader. Six people
- Leader and second counter to be at rear of hall to receive offering.
- Count number of people attending (excluding toddlers) and total given to Magda Pieterse after each service.
- Counting of offering must be done by at least two people in the counting office.
- Place R150 in envelope marked 'Caretaker' and give to June in the green folder.

Security

- Please make sure David at the gate, closes the gate between 9:00am - 10:00am and 10:45am -11:30am

After Service

- Remove back rows ready for BIBLE HOUR.
- Forms to be completed in duplicate, one to remain with offering the other to be given to June in the green folder after the evening service on the same day. Any amount withdrawn as per above to be clearly reflected.
- Offering from each service to be **given to June** to be deposited.

After Bible Hour

- Tidy hall and straiten chairs, pick up any discarded bulletins or papers
- Make sure outside communal area is tidy – blue cloths packed away in the PURPLE BAG and into the storeroom.
- Assist with storing of **crèche equipment** into store room

EVENING SERVICE AT WELTEVREDEN CHAPEL

- Please be there at **5pm** to set up chairs
[remove side rows and keep a middle section from the pulpit.]
- Hand out bulletin to those needing

Please make sure that the hall is tidied after the service and cleared of any of the Antioch 'stuff' before leaving.

Security

- Please keep the gate closed from 6:00pm. Have a schedule with those in your group so that there is someone walking around the car park during the service (maybe 20 minutes each shift) with June's remote control
[please get it back to her after the service].

We need to be sure that we leave the premises as we would like ours to be left.

Blessings to you as you serve the body of Christ.