

Job Description for Welcome Team

Before the service

Arrive at church half an hour before the service starts.
Take collection bags from the drawer in the small vestry & leave on back table.
Get relevant service sheets out of box file
Check that Leaders have a copy of the service sheet.
Check who is on the rota to confirm that they are available to fulfil their roles, find replacements if necessary
Put out the ramp for wheelchair access
Put up hymn numbers and page number for the reading
Switch on sound system
Light the altar candles 5-10 minutes before the start of the service
Greet everyone & give them a service sheet.
Remain at the door for the first 10 minutes of the service in case of latecomers.

During the service

Take collection bags from back table at beginning of offertory hymn.
Take collection, starting from front of pews, & present to Leader at altar.
Count adults, and children under 18 at all services, count communicants at Holy Communion Services, enter numbers in Service Register
At Communion services, direct people to the table/rail to receive communion
Fetch young people from groups in time for them to take part in communion

After the service

Collect used service sheets.
Remain at back of church for 10 minutes after service to say "Goodbyes".
Check pews to see if any service sheets left there & straighten bibles.
Snuff the altar candles
Switch off audio system
Turn off lights in church (and porch if on)
Bring in ramp & lock main door once majority of congregation has left