

Sunday Support Team

To facilitate smooth, orderly and hospitable Sunday services



SERVE

Please aim to arrive **promptly at 8.30am** so that you're not too rushed

1. Pray

- Spend some time as a group praying for the service

2. Church

- Have the chairs been put out and are they neat?
- Do we have to open some windows?
- Put a glass of fresh water out for the preacher
- Make sure the church is generally tidy (recycle old bulletins etc.)

3. Bathrooms

- Are these generally neat?
- Is there sufficient toilet paper?

4. Bulletins

- Fold bulletins and put in any additional inserts

5. Welcome

- Two members to stand at door to smile, greet, and hand out bulletins
- Children of members who are willing and able are also welcome to join welcoming

6. Tea

- Before the service:
 1. The tea, coffee and sugar are in the cupboard under the serving counter.
 2. Fill the urn before church and switch on (setting 3 or 4).
 3. Prepare the tea, two pots of English and two pots of rooibos (i.e. put teabags so that they're ready to fill up right after the service).
 4. Prepare jugs of water (hot summer days). Fill up glass jugs and place them in fridge.
 5. Set out mugs and cups (approximately 60). Use plastic cups for children.
 6. Set out sugar, milk and coffee on the table next to the serving counter.
- After the service (during last song)
 1. Open the outside serving hatch on a clear day
 2. Fill up teapots with boiling water.
 3. Put out jugs of water if necessary (hot summer days).
 4. Serve in a friendly manner!
 5. Wash up, dry and pack everything back onto the trolley.
 6. Liaise with those who prepared 'communion' as to who will wash up the little glasses.
 7. Put any dirty tea-towels in the brown basket marked 'laundry'.
 8. Turn the urn off.

7. Offering/Collection

- Decide beforehand who will take up the offering in which part of the church.
- Get the collection boxes from the admin office
- Remember to always start at the front of the block that you are responsible for
- After the service assign two people to take the money to the office, put it into one of the white bank bags (from staff cupboard) with a slip of paper indicating the date and time of service, and put into the drop safe (also in the staff cupboard).