

The service	Welcome Elder 10:00 a.m.	Number 1 10:00 a.m.	Number 2 10:00 a.m.	Number 3 10:00 a.m. (not 10:15)
Before	<ul style="list-style-type: none"> <li>Set up the welcome desk in the church hall (welcome box by the printer on the 1<sup>st</sup> floor of St. Andrew's House)</li> <li>Check pulpit falls against church calendar on the library notice board</li> <li>Collect badge from the library (white box)</li> <li>Welcome worshippers at the door</li> </ul> <p>N.B.: Responsible for ensuring the smooth running of the service</p>	<ul style="list-style-type: none"> <li>Collect badge from the library</li> <li>Turn chancel and pulpit lights on</li> <li>Brass offertory plate in position at foot of the pulpit steps</li> <li>Water glasses: in pulpit, on the communion table, with pitcher and glasses on the table in vestibule. Use bottled water for the minister (mini-bulles). A bottle is usually in the library cabinet (please bring one to make sure).</li> <li>Hand out service sheets at the church entrance</li> </ul>	<ul style="list-style-type: none"> <li>Collect badge and offering bags from the library</li> <li>Check that hymn numbers correspond with service sheet (box with numbers in library cabinet)</li> <li>Stay by the inner door and open it for churchgoers</li> </ul> <p>Taken out: get service sheets (that is No. 1), remind to check pigeon-holes, and assist seating worshippers (that is No. 3).</p>	<ul style="list-style-type: none"> <li>Collect badge from the library and get a key from an elder</li> <li>Collect Bible from the library cabinet and take to vestibule</li> <li>Stay inside the church: welcome, chat, show people to pews</li> <li>Short prayer with the minister at the back; minister goes to front and sits (organ stops at cue of tech person)</li> <li>When Minister stands, take Bible forward and place it open on the pulpit, then go out to...</li> <li>Lock all external doors of St. Andrew's House</li> </ul>
During	<ul style="list-style-type: none"> <li>Carry prayer request book to prayer leader during opening hymn (if he/she has not already taken it)</li> <li>Do headcount of men, women, and children</li> <li>Supervise departure of children, re-open green door of St. Andrew's; library door to stay open throughout service.</li> <li>From lectern: welcome all, mention coffee, invite visitors to make themselves known, &amp; give the announcements. Announce the next hymn (if any).</li> </ul> <p>→ Offering: window side</p>	<ul style="list-style-type: none"> <li>Remain at rear throughout the service</li> <li>Admit latecomers; avoid seating during prayers, readings, or children's address</li> <li>Accompany latecomers to vacant places, especially toward front of the church!</li> </ul> <p>→ Offering: left aisle</p>	<p>→ Offering: right aisle</p>	<ul style="list-style-type: none"> <li>At the end of the service, during the 3 "Amens", go up to the pulpit, close the Bible, and take it to the library as the minister leaves</li> </ul> <p>→ Offering: organ side</p>
After	<ul style="list-style-type: none"> <li>Note headcount tally on sheet on library bulletin board</li> <li>Go to church hall to be at the Welcome table to greet newcomers, answer questions, etc.</li> <li>Lock up St. Andrew's House after everyone has left; each elder has a master key.</li> </ul>	<ul style="list-style-type: none"> <li>Open glass doors and outside doors at the end of the benediction (Communion Sundays: ask another Welcomer to do this)</li> <li>Count the offering with No. 2 using the sheets provided</li> <li>Assist No. 3 in tidying pews (if needed)</li> </ul>	<ul style="list-style-type: none"> <li>Take offering into the library after the service and count the offering with No. 1</li> <li>Assist No. 3 in tidying the church (if needed)</li> <li>Lock front door of the church</li> <li>In winter, leave the heater in the vestibule on; it turns off by itself</li> <li>Lock door to cloisters (instructions on door)</li> </ul> <p>Taken out: lock filing cabinet</p>	<ul style="list-style-type: none"> <li>Collect bulletins, etc. from pews</li> <li>Hymnals upright, each Bible lying to the right of a hymnal; large print hymnals to vestibule</li> <li>Replace missing pew welcome slips (found in top drawer of library dresser)</li> <li>Bible back in library, collect water glasses; put used in sink</li> <li>Ensure church lights off</li> </ul>

On Communion Sundays, the five Elders on duty proceed to the library during the Communion hymn. The offering is put on the piano during Communion. The Communion Elder provides the elements and clears up after Communion.