

BURNISTON METHODIST CHURCH

Stewards' Duties May 2023

General

- All stewards are automatically members of the Church Council (hence trustees of Burniston Methodist Church) and the Worship Consultation Committee. They may also attend any meeting of other groups in the church.
- One steward attends Circuit Meetings, along with the treasurer and two other Church Council representatives
- Stewards are responsible for ensuring a form of worship takes place when it is on the Circuit Plan.
- A steward needs to be present at every service, including funerals and weddings, to unlock/lock up the premises, ensure adequate heating and assist minister and visitors as required.
- Stewards co-ordinate arrangements for special services/events e.g. Easter, Anniversary, Harvest, Christmas
- Stewards are expected to have a general oversight of all that is going on at the church.

Sunday Duties - General

- At least one steward must be present at every service, allocated by rota. Notify the other stewards, the Minister, of any swaps/changes as soon as possible. Dave sends out letters to the preachers and names the steward.
- The duty steward is responsible for the security of the building, opening the premises before the service and locking up after the last service. All doors and windows must be checked before leaving. In particular check the vestry door and rear double doors are properly secured and both sides of the front door are secured (otherwise they can be pulled open!).
- Put lights on when arriving first (including the cross) and check all lights are off when last to leave. The lights in all the toilets turn off automatically but the lights in the corridor need to be checked.
- The heating should be on automatically, but if not press the boost button on the appropriate boiler. Ensure individual radiators are left switched on at the switch by the side of the radiators.
- If the welcomer or coffee person doesn't turn up grab somebody else!
- There are a few large print hymn books on back of stand if needed.
- Ensure someone is available to open the outside door for those who have difficulty with the heavy door.
- Welcome the preacher and attend to anything they require. Show them around if they haven't been before.
- Pray with the preacher in the vestry before the service.
- At the 10.30 service take the collection plate forward in the hymn before the children leave.
- Be prepared to introduce/welcome speakers from outside the Circuit and to make announcements if necessary.
- After the service open the doors between the cafe and worship area to ease congestion.
- The 10.30am steward is responsible for counting the offering. This must be done with a second person, usually, but not necessarily, with one of the other stewards. The sheet must be signed by both persons and the money given to the treasurer. In his absence, arrange that the bag of money is posted through his letterbox no later than Monday morning when it is banked. Envelopes for specific funds are passed to treasurer unopened.
- Ensure chairs are tidy and the place is clean after the service (unless the cleaning team are coming back later).
- Be prepared to deal with any unexpected occurrences as appropriate. A mobile phone is useful but remember to turn it off during the service!

Before service Steward - check list

- Contact worship leader to check if any assistance is needed (perhaps to find readers/prayer leaders if needed)
- Arrive no later than 10am. The worship band will have opened at 9.30
- Put out preacher's car parking space sign if necessary.
- Turn on lights and cross
- Turn on hot water heaters in 3 toilets
- Check chairs are tidy with clear aisles.
- Put glass of water for preacher
- Welcome preacher (introduce to worship leader and AV technician if necessary)
- Show preacher to vestry
- Pray with preacher before service
- Put out children's toys in back corner of church.
- Ensure there is someone to welcome people.
- Direct people to empty seats if starts to get full. Put out more chairs if necessary.

10.30am service - check list

- Count numbers attending
- Take offering plate forward
- After service, offer preacher refreshments and introduce them to people if necessary
- Count the offerings after the service
- Ensure everywhere is left clean and tidy
- Take in preacher's car park sign
- Close windows
- Put cross light onto 'timed' (central position)
- Turn off hot water heaters in 3 toilets and check taps not left running
- Check cushions are not left against radiators in middle meeting room
- Check vestry door is properly secured, back doors, kitchen and cleaning cupboard are locked
- Turn all lights off
- Lock front door

Baptism Service Liaise with Minister, fill baptismal font with lukewarm water, put reserved signs on chairs and welcome and support the families and friends of the baptismal party.

Communion Service Liaise with Minister.

The Gathering service

- Open up about 7.20pm (if necessary – band practice and prayer may be happening earlier)
- Turn on lights and hot water heaters (you can leave cross light on 'timed' in winter)
- Switch on the heating if necessary (normally automatically programmed)
- Put a collection plate on table at back
- Provide a glass of water for the preacher
- Check the door steward is there - otherwise grab somebody else!
- Greet any visiting speaker, make introductions, offer a cuppa, show round as appropriate
- Pray with any visiting speaker
- Count the numbers attending and enter in the book
- Count the offerings and record on sheet
- Close and lock any open windows
- Ensure everywhere is left clean and tidy
- Turn off water heaters and check taps are off

- Check vestry door is secured properly and back doors, kitchen and cleaning cupboard are locked
- Turn off lights (turn cross onto timed)
- Lock front door

Counting the Offering

- After the 10.30am service collect the plates and red file box and find a quiet corner
- Open envelopes numbered above what is specified on sheet and add contents to loose change. Count this, enter on sheet, check total cash agrees with total recorded, and put away in bag (so can't get mixed up with gift aid money)
- Put gift aid envelopes in number order, open and record on sheet and write amount on the envelope (check nothing is left in envelopes), check total money agrees with total recorded.
- Both people counting need to sign the sheet
- Put sheet and empty gift aid envelopes in cloth bag with all money and give to Ken
- After The Gathering record money on a sheet and arrange to put through Ken's letterbox. Grab someone to verify amount and give a second signature.

Heating

The key to the boiler room is in the cleaning cupboard

Boiler 1 covers the worship area and foyer only

Boiler 2 covers the cafe area and all the other rooms

The timers will be set to have the heating on when regular meetings are due to take place (during the normal heating season). All the radiators have their own thermostat and switch at the side, so if you are too hot or too cold when the heating is on, the switch can be turned off or on. (if you turn off, remember to turn back on afterwards, otherwise the heating won't come on the next time). It takes 15-20 minutes to heat up the church and nothing appears to happen for the first 10 minutes before the hot air blows out.

If the heating is not on and it is cold, the boilers can be switched on manually by pressing the **BOOST** button on the right of the timer:

1 push = 1 hour

2 pushes = 2 hours

3 pushes turns it back off

Please **DO NOT** press the **ADVANCE** button (taped over).