

## Kemnay Parish Church of Scotland



### Welcome Teams October 2019 - May 2021

1	27/10/19	29/12/19	01/03/20	03/05/20	05/07/20	06/09/20	08/11/20	10/01/21	14/03/21
2	03/11/19	05/01/20	08/03/20	10/05/20	12/07/20	13/09/20	15/11/20	17/01/21	21/03/21
3	10/11/19	12/01/20	15/03/20	17/05/20	19/07/20	20/09/20	22/11/20	24/01/21	28/03/21
4	17/11/19	19/01/20	22/03/20	24/05/20	26/07/20	27/09/20	29/11/20	31/01/21	04/04/21
5	24/11/19	26/01/20	29/03/20	31/05/20	02/08/20	04/10/20	06/12/20	07/02/21	11/04/21
6	01/12/19	02/02/20	05/04/20	07/06/20	09/08/20	11/10/20	13/12/20	14/02/21	18/04/21
7	08/12/19	09/02/20	12/04/20	14/06/20	16/08/20	18/10/20	20/12/20	21/02/21	25/04/21
8	15/12/19	16/02/20	19/04/20	21/06/20	23/08/20	25/10/20	27/12/20	28/02/21	02/05/21
9	22/12/19	23/02/20	26/04/20	28/06/20	30/08/20	01/11/20	03/01/21	07/03/21	09/05/21

### Team leaders please organise door cover for evening services

1	2	3
<b>Fiona Gray</b>	<b>Ann Gilmour</b>	<b>Helen Lal</b>
Bill Shand	Ian McCracken	Rita Custard
Irene Reid	Shirley Milne	Andrew Lister
Adam Bryan	Charlie Milne	Ishbel Campbell
Margaret Bryan	Ann Baillie	Hazel Sangster
	Zena McAllister	
4	5	6
<b>Jeff Thomas</b>	<b>Ann Brown</b>	<b>Ishbel Imrie</b>
Joyce Thomas	Judith Bale	Alan Gorvett
Peter Cape	David Bale	Lynda Gorvett
Emma Cheung	Irene Anderson	Muriel Gration
Lucy Chueng	Sheila Simpson	James Stuart
7	8	9
<b>Mike Coull</b>	<b>Linda Duguid</b>	<b>Ian Rigby</b>
Nell McKay	Annie Forbes	Pam Pashley
Leslie McKay	Frazer Simpson	Suzanne Bunton
Natasha Anderson	Joyce Thomas	Carol Buchan
Alan Anderson	Jeff Thomas	Will Buchan

### Please advise Team Leaders and Stuart (office) of any change

**Reserve List** - please only use if you cannot get someone to swop with.

Ian Rigby

Jeff Thomas

Joyce Thomas

## KEMNAY PARISH CHURCH OF SCOTLAND



### WELCOME TEAMS

It is greatly appreciated that you have taken on this important role, thank you.

**Team Leaders** are responsible for organising their teams and delegating duties.

**The Church Office** is responsible for advising Team Leaders of 'large' services.

**Church Officers** will indicate to Team Leaders the material to be handed out.

#### **Teams in General :-**

- \* Have a Nominated **Team Leader** (highlighted in bold type).
- \* Should have a **minimum of 5 persons**.
- \* Must be able to provide at least **3, preferably 4 persons** for each Sunday service.
- \* Must be able to provide all **5 persons** for 'large' services..

#### **Commitment :-**

**Team leaders** to confirm attendance with team members during week prior to service.

Should **any team member be unavailable but required** please **find a substitute and then advise their Team Leader & the Church office of the change.**

#### **Duties :-**

- \* Please attend **at least 30min before** the start of **each service**.
- \* **Ring the Welcome Bell** from 15mn before service start time until 5mn before start time.
- \* **Two** persons to locate in the **Vestibule** to provide a '**Warm Welcome**' &
  - To **issue Order of Service** and **Two** persons to locate in the **Fellowship area** to '**Welcome**'
  - One to **open/close door** of access to the Sanctuary.
  - **To issue Rota lists, large print Order of service and/or hymn sheets as required.**
  - If the **Sanctuary becomes busy** please **direct** people to seats.
  - For '**large**' services a **Fifth person** to be in main Sanctuary to direct people to seating.
  - **Please ensure that the external 'Welcome Notice' is in place.**
  - One persons is asked to stay in the Fellowship area to Welcome and assist latecomers until the collection is taken. After the collection, **please lookout for Late Visitors** to provide a '**Welcome**' and assist with seating etc.

**Church Officer (on Duty)**, please cover 'Welcome' duties whilst the collection is being taken if there is no Welcome team member available.

#### **After Services**

- \* After the Service **two** persons please assist with **collection count**.
- \* Please ensure that the envelope **content is recorded** on the **Front** of the FWO envelope
- \* **And Please be careful not to tear off the envelope number.**

#### **Multiple Services**

- \* **Team Leaders** please organise door cover for evening services following **their Sunday duty**,