

Duke Street Door Rota 2024

Month	Names
JANUARY	Steve & Jenny
FEBRUARY	Jibin & Sebiya
MARCH	Alan & Liz
APRIL	Sue & Brian
MAY	Bob & Dorothy
JUNE	Steve & Jenny
JULY	Carrie & Nancy
AUGUST	Jibin & Sebiya
SEPTEMBER	Alan & Liz
OCTOBER	Sue & Brian
NOVEMBER	Bob & Dorothy
DECEMBER	Carrie & Nancy
RESERVES	Steve & Jenny

If you can't make your allocated slot, please let Alan know, or swap with each other.

Meet and Greet Duties - please read carefully

1. Bring a loaf of bread but do not cut up. Put thimbles of wine in the outside rows of the carriers.
2. Put a glass of water inside pulpit for the speaker.
3. Put out offering bags.
4. Make sure song books and supplements are out if not done already (on alternate seats will be enough).
5. Stand by the **front door in the foyer** and greet people coming in - hand out notice sheets, monthly prayer diary etc. if available.
6. Sit at the back for duration of service, keep an eye out for any latecomers and guide them to a seat.
7. Make sure everyone who wishes, gets the bread and wine - including people in the back hall crèche. Ask late comers to wait in the foyer until a suitable gap in the service occurs (i.e. when no one is speaking or praying) and then to find a seat. **They should not be offered the elements if the bread and wine have already been served.** If someone wants communion following the end of the service they can pray with another member and receive it then.