

## Duke Street Door Rota 2018

Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Alan & Liz												
Dorothy & Sue												
Jenny & Steve												
Ken & Carrie												
Brian & Rose												
Toby & Ying												
Colin & Ruth												

If you can't make your allocated slot, please let Alan know, and of course feel free to swap weeks with each other.

### Meet and Greet Duties

1. Put out disabled parking cones if not done already.
2. Bring a loaf and set table with wine etc. Put glass of water inside pulpit.
3. Put out offering bags.
4. Make sure song books are out if not done already.
5. Stand in the foyer and greet people coming in - hand out notice sheets, monthly prayer diary etc.
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 sat in the back hall for crèche etc.