

The Parish of Wellow

Service Rota March 2008 - June 2008 - 10.45am All Age Worship Updated 27/02/2008

DATE	SUNDAY	SERVICE	WELCOME	SIDESPERSION	READER	PRAYER	COFFEE	ORGAN
March 2nd	4th of Lent <i>Mothering Sunday</i>	CF - AAW	Janet Drew	Richard and Clover Holland	Clover Holland	Richard Holland	Dennis and Val Cooper	David Cox
March 9th	5th of Lent	AAW	Libby Kerr	Joyce Mannings and Charles Kerr	Harry Mucklow	Pauline Preddy	Jenny Matthews and Stewart Cole	Ian Cannock
March 16th	Palm Sunday	AAW + HC	Jenny Matthews	Nigel and Jo Vening	Collin Tremellen	Jo Vening	Charles and Libby Kerr	Pauline Preddy
March 23rd	Easter Sunday	AAW	Angharad Rhys-Roberts	Jonathan and Julia Wyld	Charles Kerr	Jill Tremellen	Collin and Jill Tremellen	?
March 30th	2nd of Easter	AAW	Dennis and Val Cooper	Jenny Matthews and Charles Kerr	Janet Drew	Jonathan Wyld	Janet Drew and Pauline Preddy	David Cox
April 6th	3rd of Easter	AAW	Janet Drew	Richard and Clover Holland	Angharad Rhys-Roberts	Richard Holland	Dennis and Val Cooper	David Cox
April 13th	4th of Easter	AAW	Libby Kerr	Joyce Mannings and Charles Kerr	Clover Holland	Pauline Preddy	Jonathan and Julia Wyld	Ian Cannock
April 20th	5th of Easter	AAW + HC	Jenny Matthews	Nigel and Jo Vening	Harry Mucklow	Julia Wyld	Charles and Libby Kerr	Pauline Preddy
April 27th	6th of Easter	AAW	Angharad Rhys-Roberts	Jonathan and Julia Wyld	Collin Tremellen	Jill Tremellen	Colin and Jill Tremellen	David Cox
May 4th	7th of Easter	AAW	Janet Drew	Richard and Clover Holland	Richard Holland	Jenny Matthews	Dennis and Val Cooper	David Cox
May 11th	Pentecost	AAW	Libby Kerr	Joyce Mannings and Charles Kerr	Janet Drew	Pauline Preddy	Jenny Matthews and Stewart Cole	Ian Cannock
May 18th	Trinity Sunday	AAW + HC	Jenny Matthews	Nigel and Jo Vening	Angharad Rhys-Roberts	Jo Vening	Richard and Clover Holland	Pauline Preddy
May 25th	1st After Trinity	AAW	Angharad Rhys-Roberts	Jonathan and Julia Wyld	Colin Tremellen	Joyce Mannings	Collin and Jill Tremellen	David Cox
June 1st	2nd After Trinity	CF-AAW	Janet Drew	Charles Kerr and Joyce Mannings	Harry Mucklow	Jill Tremellen	Dennis and Val Cooper	David Cox
June 8th	3rd After Trinity	AAW	Libby Kerr	Richard and Clover Holland	Clover Holland	Richard Holland	Janet Drew and Pauline Preddy	Ian Cannock
June 15th	4th After Trinity	AAW + HC	Jenny Matthews	Nigel and Jo Vening	Charles Kerr	Clover Holland	Charles and Libby Kerr	Pauline Preddy
June 22nd	5th After Trinity	AAW	Angharad Rhys-Roberts	Jonathan and Julia Wyld	Janet Drew	Jill Tremellen	Collin and Jill Tremellen	David Cox
June 29th	6th After Trinity	AAW	Dennis and Val Cooper	Jenny Matthews and Charles Kerr	Angharad Rhys-Roberts	Jenny Matthews	Jonathan and Julia Wyld	Pauline Preddy

If you need to exchange Sundays with another person please arrange it with them and let Nathan Hartley know –

Tel: 01761 420862 or Email: admin@ubpw.com

AAW = All Age Worship CF-AAW = Child Friendly All Age Worship

AAW+HC = All Age Worship with Holy Communion

The Parish of Wellow

Service Rota 2008

10.45am All Age Worship

Responsibilities

1. Welcome

- a) Arrive 15 mins before service
- b) Hand out service sheets
- c) Welcome people on the door
- d) Help to **serve the coffee immediately** the service finishes
- e) Help to tidy up the church as people finish their coffee

2. Sidesperson

- a) Arrive 30 mins before service
- b) Unlock Church & Vestry and lock up the Vestry at the end of the service.
- c) Turn on lights and turn lights off at the end of the service
- d) Put out Portable Lectern from the vestry and return at the end of the service.
- e) Light Candles at the beginning of the service and extinguish them at the end.
- f) Put out and return items required for Communion (If appropriate)
- g) Get Collection Plate and bags ready at the beginning and return at the end of the service.
- h) Check pews have: Gift Aid Envelopes, Pens, Welcome Cards and Sermon Series Leaflet.
- i) Fill in the register of the Service and ensure the Leader and Preacher sign it.
- j) Count those attending the service and fill in the register.
- k) Take the collection during the service.

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l) Count the collection after the service, record the amount in the register and on the required record slip and place in the safe.

m) Set up the microphone stand and microphone system.

3. Reader

- a) Read the sermon passage either from the service sheet or the sermon notes from the portable lectern.
- b) Introduce the reading by stating where it comes from the Bible and close by saying 'this is the word of the Lord.'

4. Prayer

- a) Read set prayers from the service sheet from the portable lectern.

5. Coffee

- a) Jenny Matthews will provide milk, sugar, coffee and biscuits every week.
- b) Arrive 30 mins before the service and fill the water urn and switch on.
- c) Set out the cups on the table in the Hungerford Chapel
- d) Serve Coffee immediately the service finishes.
- e) Empty the urn