



PLUSCARDEN CHURCH

DOOR DUTY ROTA

2020

January	5 th	Mr Alistair Farquhar & Mrs Viv Wright
	19 th	Mrs Pearl Gray & Mr Duncan MacRae
Feb	2 nd	Mr Sandy Mellis & Mr Cecil Taylor
<i>Communion</i>	16 th	Mrs Beryl Milne & Mr Ronnie Milne
Mar	1 st	Mrs Sheila Mellis & Mrs Davina Farquhar
	15 th	Mrs Viv Wright & Mrs Beryl Milne
	29 th	Mr Sandy Mellis & Mr Ronnie Milne
April	12 th	Mr Cecil Taylor & Mrs Pearl Gray
<i>Easter Sunday</i>		
	26 th	Mr Alistair Farquhar & Mr Duncan MacRae
May	10 th	Mrs Sheila Mellis & Mrs Viv Wright
	24 th	Mr Ronnie Milne & Mrs Pearl Gray
June	7 th	Mr Cecil Taylor & Mr Sandy Mellis
	21 st	Mrs Sheila Mellis & Mrs Beryl Milne
July	5 th	Mrs Viv Wright & Mr Sandy Mellis
	19 th	Mr Ronnie Milne & Mrs Pearl Gray
Aug	2 nd	Mr Alistair Farquhar & Mrs Beryl Milne
	16 th	Mr Cecil Taylor & Mrs Sheila Mellis
	30 th	Mrs Davina Farquhar & Mr Cecil Taylor
Sept	13 th	Mrs Pearl Gray & Mrs Sheila Mellis
	27 th	Mr Ronnie Milne & Mrs Beryl Milne
Oct	4 th	Mr Sandy Mellis & Mrs Viv Wright
	18 th	Mr Duncan MacRae & Mrs Davina Farquhar
Nov	1 st	Mrs Viv Wright & Mr Cecil Taylor
	15 th	Mrs Pearl Gray & Mr Sandy Mellis
<i>Communion</i>	29 th	Mr Ronnie Milne & Mrs Beryl Milne
Dec	13 th	Mr Duncan MacRae & Mr Alistair Farquhar
	20 th	Mrs Davina Farquhar & Mrs Sheila Mellis

DOOR DUTY AT PLUSCARDEN CHURCH

Before the service those on door duty endeavour to arrive at church about 9.20am to ensure that

- the appropriate numbers for the praise are displayed on the Hymn Board at the front of the church
- the Sound System is switched on (in the pulpit)
- water is available at the communion table, in the pulpit, beside the lectern and at the entrance to the church
- the appropriate book of praise and the order of service are available for the congregation on arrival
- welcome people at the door, handing them a book of praise and an order of service
- advise that refreshments are available in the session room after the service
- ring the bell five minutes before the service begins
- bring the offering to the communion table during the first hymn

After the service

- open the front door ready for the minister to shake hands with the congregation as they leave
- collect the books of praise and stack them appropriately
- count and record the offerings
- gather the Freewill Offering envelopes and drop off with Mr Bill Knox
- cover the banners, the organ, the kneelers and the communion table
- SWITCH OFF the heating at board beside back door sink area
- Bank the collection at the Clydesdale bank as early in the week as possible.

If anyone cannot undertake door duty on the assigned date then it is their responsibility to contact another member of the team to stand in for them on the day.