

WELCOMERS to take the responsibility of:

welcoming people in the foyer of the church from 15 minutes before services start and remaining in foyer or at the back to welcome the late comers.
handing out RCFC news links to all and any other leaflets on the lectern in the foyer
ensuring that new attendees receive a visitor's pack.
introducing any new attendees to an appropriate person who will act as a host.
ensuring that new attendees receive Free Cappuccino card and are escorted downstairs.

COMMUNION SPEAKER to take the responsibility of:

preparing a short motivational message focused on the communion table (5mins).
ensuring the communion is set out before the start of the service.
ensuring the stewards know what they are to do in distributing communion
notifying the musicians the Wednesday before the service of any special songs to be played
helping to clear the communion table after the service
washing trays and placing new cups in trays for next time
notifying the office if grape juice and wafer supplies are getting low.

COMMUNION PREPARATION & STEWARDS to take the responsibility of:

filling cups with juice and trays with wafers before the service
ensuring the communion is set up 10 minutes before the service
distributing the elements when indicated by the communion speaker
helping to clear the communion table after the service
washing trays and placing new cups in trays for next time
notifying the office if grape juice and wafer supplies are getting low.

HOSPITALITY PEOPLE are to take the responsibility of:

looking after all the morning tea arrangements after the AM service
picking up any milk that is needed for morning tea (To Be Reimbursed)
organizing any biscuits or cake to make morning tea a pleasant experience (TBR) – setting tables etc
ensuring urns are filled and turned on before the service
setting out the coffee, tea, milk & sugar along with cups, spoons etc, as well as jugs of water and plastic cups for the children
clearing all rubbish from tables and wiping down all spillages
washing any cups etc used and putting away items in kitchen
placing all rubbish in the wheelie bins
putting the wheelie bins out the front of the church for collection on Monday
contacting the office when supplies are getting low in any of the areas mentioned
(TBR) any extra costs incurred will be reimbursed (please keep docket)

USHERS to take the responsibility of:

overseeing the collection of tithes and offerings in the morning and evening services
counting and recording monies collected. This must be done with at least one other person present
ensuring no money is left on the premises. All monies to be given to the person responsible for banking on that Sunday
operating the eftpos/credit card machine and recording all transactions in the book
choosing people to help with the collection of offerings who are committed to the church financially and who are above reproach

CHAIRPERSON to take responsibility of:

Welcoming people to the church, opening prayer, encouraging & praying for the tithes & offerings, read an appropriate scripture (no sermons),
bring attention to any important notices.

At end of service flush ALL toilets, turn off ALL lights and air con units upstairs and downstairs. Check ALL windows and doors are shut. Set alarm.