

## A Checklist for Stewarding at Trinity from Jan 2025

### Before Service (open no later than 9:45 AM)

- **Safety:**
  - One steward should have access to a charged mobile phone.
  - Be aware of Fire Action Notice and First Aiders List (book cupboard).
  - Place cones out (best to use lighter ones from porch cupboard).
  - Unbar choir & vestry doors.
- **Church Preparation:**
  - Turn on Church & Welcome Area lights.
  - Light candles.
  - Place red Bible on lectern, mark readings, check readers arrive.
  - Prayer support book to relevant page (ensure pen).
  - Remembrance Book to relevant page.
  - Prepare Steward's Table: Service sheets, Notices, hymn books (include large print & music), 2 Bibles.
  - Place service sheets/notices on vestry & preaching tables.
  - Provide water on preaching table & lectern shelf.
  - Set out offering bowls for early giving (ensure 2 pens).
  - If offering bags needed (baptisms or special service), get from vestry.
- **Welcome:**
  - 1 Steward: West porch (if wet floor, use yellow triangle from porch cupboard).
  - 2nd Steward: Welcome Area (manage collection / availability of service sheets).
- **Preacher (2nd Steward):**
  - Welcome preacher and offer to give introduction.
  - Explain Prayer Support Book & Box and offering procedure.
  - Offer brief vestry prayer (if desired).
  - If communion, explain that it is taken to people in their seats.

### During Service

- **Roles:**
  - 1 Steward: Sanctuary (near front to support preacher).
  - 1 Steward: Welcome Area or near back (count and support people).
- **Offering:**
  - Normally: Both stewards bring baskets, Prayer Book, Prayer Box (during 2nd hymn or as service sheet directs). Place another offering basket inside the back door.
  - If using offering bags, take round when indicated on the service sheet.

### After Service:

- **Records:**
  - Record attendance in vestry book.
- **Clean-up:**
  - Snuff candles, lights off, cones in, tidy up. Return Bible. Bar vestries.
  - Secure any uncounted money in the safe slot in book cupboard. Lock up.
  - Return Prayer Book & Box, Church keys to office.

**Keys:** Church keys (both porches) in Conduit Centre office. West porch key also in Minister's vestry.

**In case of Fire:** Follow Fire Action Notice. Guide people to safe exits.

**Rota Changes:** Arrange between yourselves & notify Eluned & Alastair.