

# Wesley Uniting Church – 9AM Service Job Description

## Duty Elder

*Expected arrival time:* 8:45a.m.

### *Responsibilities*

Note: It is most important that visitors to our congregation feel comfortable and welcome. Make sure that they are not left all on their own, but do not be “too pushy” !

#### **Before the Service**

- Wear the “Duty Elder” badge, stored at the church side entrance.
- Stand in Foyer and welcome people as they arrive.
- Greet any visitors and record their contact details (if they agree)
- Make a sticky label name-badge for them if they wish.
- Advise Worship Leader of the names of any visitors for welcoming during the service.

#### **After the Service**

- Invite visitors to morning tea and introduce them to some members of the congregation.
- Pass on contact details for any visitors to the Church Office.

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## Morning Tea

*Expected arrival time:* 8:40a.m.

### *Responsibilities*

#### **Before the Service**

- Number 1 on roster to bring 2 litres of milk.
- Collect tea, coffee, cordial and biscuits from the cupboard in Wesley kitchen.
- Set up mugs, coffee, tea, milo, milk, sugar, spoons and donation dish on the island bench in the foyer.
- Set up food, glasses, and jugs for cordial and water on adjacent table.
- Warm large teapot by filling with hot water.

#### **After the Service**

- Serve morning tea and coffee.
- Wash mugs and leave on bench for the 10:30 service.
- Return all 9:00 tea and coffee items to the cupboard in Wesley kitchen.
- Wash and put away all other items used.
- Take home and wash any tea towels used and return by next week.

### *Location of required items.*

- Tea, coffee, biscuits etc. are stored in the locked cupboard in Wesley Kitchen.
- Mugs, jugs, cups and saucers are stored under the island bench in the foyer.
- Coffee plunger jugs are stored in cupboard under the sink in the foyer.
- Tea towels on shelf above sink.

# Wesley Uniting Church – 9AM Service Job Description

## Baptism Elder

*Expected arrival time:* 8:40a.m.

### *Responsibilities*

#### **Before the Service**

- Set up the font in required position
- Place gift candle and matches where required by Minister
- Prepare a jug of warm water
- Confirm that all participants have a copy of the baptismal service
- Welcome participants to the baptism

#### **During the Service**

- **As advised by Minister**

#### **After the Service**

- Empty and dry the font, and return to its normal position.

### *Location of required items.*

- *(Advice required)*