

PARISH CHURCH OF ST. ANDREW BLACKADDER NORTH BERWICK

Welcome Team 2024 (January - July)

Jim R Kathryn S Rex H Jean M Alan N/Isabel N Liz M Andrew E	Jan 14 Apr	Feb May 5	Mar 10 Jun 30 Jul	David R Margot R Gill C Laura R Susan R Harry L	Jan Apr 7	Feb 11 May	Mar Jun 2 Jul 28
Tommy N Helen N Ian W Jane M Andy E Gary H	Jan 21 Apr	Feb May 12	Mar 17 Jun Jul 7	Lynda T Richard R Fiona W Janet C Mary H Steven H	Jan Apr 14	Feb 18 May	Mar Jun 9 Jul
Elaine M Kirstin E Alistair L Anne B Peter B Julie S Sarah B	Jan 28 Apr	Feb May 19	Mar 24 Jun Jul 14	Katie K Gill M Nick F Margaret M Hilde H David W Joan M	Jan Apr 21	Feb 25 May	Mar Jun 16 Jul
Barbara C Ian C Ian C Liz C Tricia W David T Val T	Jan Apr	Feb 4 May 26	Mar 31 Jun Jul 21	Stuart D Mary D Irene S Jane M Julie L Sheila H	Jan 7 Apr 28	Feb May	Mar 3 Jun 23 Jul

GENERAL NOTES

- (1) The first name in bold in each Group will be the **team leader**.
- (2) **If you are unable to do your duty, arrange a replacement for yourself and let the team leader know.**
- (3) General duties for all services :
 - Ensure that all High Street doors are unlocked including tower door fire escape;
 - Switch on all lights;
 - Check front porch and steps and clean if necessary. Cleaning equipment is kept in the cupboard opposite the Vestry;
 - Make sure that fresh water is available in the pulpit and at the doors;
 - Make sure that fresh water, a tumbler and a paper sick bowl are available in the vestibule;
 - Leader or team member should ring the bell starting ten minutes before the 10-30 service;
 - Hook up the clanger before 9-30 service and unhook it after the 10-30 service;
 - Welcome people as they arrive and assist anyone needing help or finding a seat;
 - Greet people as they leave the building immediately after the service.

If the fire alarm goes off, open all doors and assist safe evacuation.