

PARISH CHURCH OF ST. ANDREW BLACKADDER NORTH BERWICK

Welcome Teams (July 2023 – January 2024)

Jim R Kathryn S Rex H Jean M Alan N / Isabel N Liz M	Jul 30 Oct	Aug Nov 19	Sep 24 Dec Jan 14	David R Margot R Gill C Laura R Lewis F	Jul 2 Oct 22	Aug 27 Nov	Sep Dec 17 Jan
Tommy N Helen N Ian W Jane M Andrew E Gary H	Jul Oct 1	Aug 6 Nov 26	Sep Dec Jan 21	Lynda T Richard R Fiona W Janet C Mary H Steven H	Jul 9 Oct 29	Aug Nov	Sep 3 Dec 24 Jan
Elaine M Kirstin E Alistair L Anne B Peter B Julie S Sarah B	Jul Oct 8	Aug 13 Nov	Sep Dec 3 Jan 28	Katie K Gill M Nick F Margaret M Hilde H David W Joan M	Jul 16 Oct	Aug Nov 5	Sep 10 Dec 31 Jan
Barbara C Ian C Ian C Liz C Tricia W David T Val T	Jul Oct 15	Aug 20 Nov	Sep Dec 10 Jan	Stuart D Mary D Irene S Jane M Julie L Sheila H	Jul 23 Oct	Aug Nov 12	Sep 17 Dec Jan 7

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.