

PARISH CHURCH OF ST. ANDREW BLACKADDER NORTH BERWICK

Welcome Teams 2024 (July - January)

Jim R Kathryn S Rex H Jean M Alan N / Isabel N Liz M Andrew E (jnr)	Jul Oct 20	Aug 25 Nov	Sep Dec 15 Jan	David R Margot R Gill C Laura R Susan R Harry L	Jul Oct	Aug Nov 17	Sep 22 Dec Jan 12
Tommy N Helen N Ian W Jane M Andrew E Kirstin E Gary H	Jul 7 Oct 27	Aug Nov	Sep 1 Dec 22 Jan	Lynda T Richard R Fiona W Janet C Mary H Steven H	Jul Oct	Aug 4 Nov 24	Sep 29 Dec Jan 19
Elaine M Alistair L Anne B Peter B Julie S Sarah B	Jul 14 Oct	Aug Nov 3	Sep 8 Dec 29 Jan	Katie K Gill M Nick F Margaret M Hilde ten H David W Joan M	Jul Oct 6	Aug 11 Nov	Sep Dec 1 Jan 26
Barbara C Ian C Ian C Liz C Tricia W David T Val T	Jul 21 Oct	Aug Nov 10	Sep 15 Dec Jan 5	Stuart D Mary D Irene S Jane M Julie L Sheila H	Jul Oct 13	Aug 18 Nov	Sep Dec 8 Jan

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.