

**PARISH CHURCH OF ST. ANDREW BLACKADDER NORTH BERWICK**

**Welcome Team 2025 (January - July)**

<b>Jim R</b> Kathryn S Rex H Jean McA Alan N/Isabel N Liz M Andrew E (jnr)	Jan  Apr 6	Feb 9  May	Mar  Jun 1  Jul 27	<b>David R</b> Margot R Gill C Laura R Susan R Harry L	Jan 12  Apr	Feb  May 4	Mar 9  Jun 29  Jul
<b>Tommy N</b> Helen N Ian W Jane M Andrew E Kirstin E Gary H	Jan  Apr 13	Feb 16  May	Mar  Jun 8  Jul	<b>Lynda T</b> Richard R Fiona W Janet C Mary H Steven H	Jan 19  Apr	Feb  May 11	Mar 16  Jun  Jul 6
<b>Elaine M</b> Alistair L Anne B Peter B Julie S Sarah B	Jan  Apr 20	Feb 23  May	Mar  Jun 15  Jul	<b>Katie K</b> Gill M Nick F Margaret M Hilde ten H David W Joan Mack	Jan 26  Apr	Feb  May 18	Mar 23  Jun  Jul 13
<b>Barbara C</b> Ian C Ian C Liz C Tricia W David T Val T	Jan 5  Apr 27	Feb  May	Mar 2  Jun 22  Jul	<b>Stuart D</b> Irene S Julie L Sheila H Rodger G Irene G	Jan  Apr	Feb 2  May 25	Mar 30  Jun  Jul 20

**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.***