



STAMFORD METHODIST CHURCH

Stamford Circuit

Stewarding Duties

General

- Be available for Stewards' Meetings as called by the minister. The meetings happen roughly every two months.
- Give prayerful attention to the general mission and ministry of the church alongside the minister.
- Support the minister in the mission and ministry of the church as your gifts enable and as part of the whole stewards' team.

Most duties for any service on a Sunday or otherwise are shared by the 2 stewards on duty working together as a team. This applies before the service and in the clearing up afterwards.

- Arrive an hour before the service.
- Check the list on the vestry notice board to ensure all jobs have been carried out.
- If there is to be a **Baptism** put a small table on the dais and cover with a white cloth (on the book case in the vestry) put the small white towel on the table with the font. Put some cold water in the font and then add hot water from the water heater in the kitchen. The water will then be warm by the time of Baptism.
- During the service be aware of the congregation and the minister, does anyone need anything? If so do what you can to help. Drink of water, need to go out of the service etc..
- After the service make sure you know who is locking up if both of you are not able to stay until all the congregation have gone home. If no evening service lock the tunnel.
- **Alternative worship services**- put water and collection plates in the school rooms. One steward to stay in Church the other to go to the alternative worship.

No 1 Duties

Contact the preacher in the week before the service for the hymn numbers and readings.

- Always ensure you have a copy of the current preaching plan.
- If there is to be a **Baptism** contact the minister taking the service and find out the size of the baptism party. Reserve seats for them at the front (pulpit side). [Reserved notices are in the vestry in plastic container fixed to the wall.]
- **Bible readings:** Contact Sheila Wolfenden (762226) and she will arrange readers and then let you know who they are.
- **Music in worship:** Phone the organist Malcolm Darke (752952) Marion Kelham (720799), and Marjorie Darke (Choir) 752952 and give them the hymn numbers as soon as you have them. None of these are on email.
- Before the service meet the preacher and show them to the Minister's vestry, (if they are new to the church make sure they know where they will be preaching from, also make sure they know where the toilets are!)
- Check they have all they need and that they have a clip on microphone and know how and when to turn it on.
- 10 minutes before the service be near the vestry and check if the preacher has any last minute needs or questions. Some preachers like to be left alone others like the company.
- 5 minutes before the service gather the preacher, worship leader, music group leader and 2nd steward in the Minister's vestry and pray for them. This prayer can be from the vestry prayers book in the stewards' vestry (book case) or one you have composed.

No 2 Duties

- Check the note book in the vestry and see if any notices have been written in, receive notices from the congregation.
- Pick up a copy of the notices and note anything that needs highlighting to the congregation. Could be a service that night, concert or event during the next week, if there is a funeral there may need to be a restriction on car park use.
- While those leading worship are in the prayer chapel go into the church and light the candle (as a sign to the congregation that worship is about to start) and wait at the reading desk for the others to enter. Continue with welcome and notices.
- Give out the notices and welcome the preacher and worship leader (if there is one). Invite the congregation to pray and read out a short suitable prayer. Then go to your seat.