

## Main Stewards

### Guidelines

The stewards' and welcome teams are headed by three 'supervising stewards', John Claxton, Amy Smith and Kevin Baldwin. One supervising steward will be on duty each Sunday, two welcome stewards and two main stewards.

The main stewards will have a broader remit than the welcome stewards, remaining 'on duty' throughout the meeting. They should be 'on duty' from 10.00; dress smartly (eg. no shorts!); with a good level of personal hygiene and wearing their badge. They will have reserved seats at the back of the hall to enable them to oversee things, and will have responsibility for the smooth practical running of the meeting. This will include:

- Showing newcomers/latecomers to seats
- Getting more chairs out as necessary, once the ones out are reasonably filled
- Moving chairs at the front if necessary during ministry times.
- Passing round the offering bowls (with the welcome stewards). The bowls will be kept in the book shop
- Ascertaining whether there are any problems with newcomers who leave during the meeting
- Ensuring the Emergency/medical protocol is adhered to ie. calling someone appropriate if necessary. A copy of the protocol will be kept in the church foyer.
- Checking the car park

As usual, please arrange a swap if you can't make a particular Sunday.

Thank you!

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