

Dumfries Baptist Church

# **WELCOMING & STEWARDING MINISTRY – Guidelines 2011**



## **WELCOMING & STEWARDING MINISTRY –**

### **Guidelines 2011**

**Purpose Statement:** “To demonstrate the love of Jesus through the way in which we welcome people”.

***Four things that every church member can do to welcome others:***

1. Get up
2. Go meet
3. Give your name
4. Greet

**Thank you for serving in this ministry.**

**Welcoming and Stewarding Ministry co-ordinators:** Val Penn and Jean Muir

These guidelines are to help us all and we hope you will find them useful.

If you are unable to carry out your rota duty, please arrange to have someone else cover for you, or just swap dates if possible.

The Deacons and Stewards Sunday rota duties apply to both morning and evening services; the Welcomers rota duties apply to Sunday morning only. A laminated copy of the list of duties can be found in the Welcome Desk transporting box for easy reference.

Please be at the church/school 30 minutes before the morning/evening service commences.

If you are aware of any visiting ministers, missionaries etc, please inform the Welcoming and Stewarding Ministry co-ordinators, if necessary.

Please advise the co-ordinators if you notice that Welcome Cards, Prayer Cards or any leaflet supplies are running low.

Everyone attending church needs to be made to feel welcome, however long they have been coming. We should be seeking to encourage and support one other as a matter of course.

These guidelines can also be found on the church website - [www.dumfriesbaptistchurch.org.uk](http://www.dumfriesbaptistchurch.org.uk)

### **Sunday Morning Service – 10.30am**

Two deacons, two stewards, two welcomers.

**Deacons and stewards duties:** (Deacon first named on rota to ensure duties assigned)

- monitor the front door and steps to assist frail, disabled or those struggling with children etc and to open door to ramp when needed
- greet people as they enter, shake hands etc
- hand out bulletins, prayer diaries, newsletters, words/large print of hymns, etc
- look out for visitors to introduce to Welcomers, as appropriate
- direct latecomers to available seats
- close curtains around seating area in High School, when service commences
- ensure offering bags allocated to 4 people on duty rota plus find two members of congregation to assist with taking offering/serving communion, as appropriate.
- arrange offering and communion prayers with speaker
- check cup of water provided for speaker(s) and worship leader
- **steward** to collect offering bags after service and decant money into yellow bag, give to treasurer.
- one or two deacons/stewards to also be at the entrance to say goodbye to people on the way out.
- draw curtains around 'sanctuary area' at commencement of service (or close doors if in Newall Terrace) to prevent people entering while Scriptures are being read.

### **Morning Offering and Morning Communion:**

The congregation is usually split into 3 sections. Two stewards are responsible for each section. Collect offering, distribute bread and wine and collect empty cups from front to back, serving alternate rows. Plastic baskets will be used to collect the empty cups.

At the start of communion, all stewards to move to the front of the hall and sit in the front row beside the communion table, ready to serve.

### **Welcome Desk/Welcome Cards:**

- desk to be positioned on the right hand side under the stairs to ensure it can be easily seen by visitors
- desk to be kept free of unnecessary items. Only prayer cards, welcome cards (and box), bibles, Outlook, Connect and Welcome/Membership/Baptism etc leaflets to be available on Welcome Desk
- one deacon/steward to remain on duty at Welcome Desk (including after the service, to receive welcome/prayer cards etc)
- check prayer/welcome card box for any completed cards. Give prayer cards to Prayer Ministry co-ordinator and welcome cards to Welcoming Ministry co-ordinators.

### **Welcomers duties:**

- look out for new people entering the school/church
- greet them, spend some time chatting to them to make them feel welcome and to find out a little about them
- if they have children, tell them about crèche/Discoverers/Pulse. Indicate where the relevant groups are held. Offer to go with them to the appropriate room when the children go out and introduce them to a leader in the relevant group(s). Let them know that children under 7 years need to be collected from Discoverers/ Crèche.
- tell them there are refreshments available after the service and indicate where these (and toilets) are located.
- offer to take them to suitable seats. Sit them with friendly people and introduce them.
- encourage them to complete a Welcome card and offer them a welcome leaflet. If they show interest in any church activities/ministries, offer them appropriate information eg leaflets; Outlook; direct them to church website; introduce to ministry leaders, etc.
- after the service, personally invite them to take refreshments.
- introduce them to other people in the fellowship in a similar age group, or with whom they have something in common, or who lead a ministry they may be interested in.

## **Sunday Evening Service - 6.30 pm**

### **Deacons and stewards duties:**

- monitor the front door and steps to assist frail, disabled etc and to open door to ramp when needed
- greet people as they enter, shake hands etc
- place offering bowl on stand in foyer, with gift aid envelopes
- hand out bulletins, prayer diaries, newsletters, bibles, words/large print of hymns, etc
- look out for visitors: carry out Welcomers' role as outlined above, as appropriate
- ensure prayer cards and welcome cards/leaflets available in foyer
- check glass of water provided for speaker(s) and worship leader
- direct latecomers to available seats
- take offering forward in hymn before prayer (and place on table, not floor)
- when service has commenced, ensure front centre door is unbolted on both sides to prevent door locking accidentally.
- uplift offering plate after service and count/record morning and evening offerings in vestry. Return money to yellow bag, give to treasurer with record book.
- check prayer/welcome card box for any completed cards. Give prayer cards to Prayer Ministry co-ordinator and welcome cards to Welcoming Ministry co-ordinator

## **Newcomers Evening**

These are held once or twice a year depending on the number of newcomers who have been attending the church. The purpose of the evening is to help to integrate new people into the church as quickly as possible and to give them a chance to meet other newcomers as well as our pastors, and some of our deacons and ministry leaders. It is also an opportunity to talk specifically about Small Groups, Youth and Children's work and other ministries relevant to the newcomers' interests.

Newcomers are given a personal invitation to the evening. The evening usually takes place within a member's home, and consists of refreshments, an ice-breaker and a time of participants sharing a little about themselves and any relevant ministries.

### **Car Parking**

Car Parking does not usually present a problem at the High School. For meetings taking place at the Newall Terrace building, stewards may need to advise visitors of parking availability, especially for events taking place during office hours. The Council Offices car park in Newall Terrace can be used at any time on a Saturday and Sunday, and outwith office hours Monday to Friday. A number of Parking Discs should be kept available in the foyer to give to visitors attending events taking place Monday to Saturday to facilitate street parking when needed. Parking advice may also be needed for visitors attending on certain special event Sundays such as Remembrance Sunday, Blue Bonnet Sunday etc. Traffic Cones are usually provided by funeral directors to protect access to the church frontage during funerals.

## Special Events

Stewards/Deacons will be advised if assistance is needed at any special events, eg weddings, funerals, conferences.

## Fire Precautions – co-ordinator - David Moss

Newall Terrace: congregation to be reminded of fire exits on an annual basis

High School: All Creche, Discoverer and Pulse leaders to attend annual organised tour of the relevant fire exits. Congregation to be reminded annually that, should the fire alarm sound, parents are not to go looking for their children in their classes as the children will be taken out of the building by their relevant group leaders, using the nearest fire exit.

## Various other Duty Rotas:

<u>Rota</u>	<u>Co-ordinator</u>
High School Set up teams	Ian Penn
Stewarding/deacons/welcomers	Jean Muir
Sound	Ian Penn
Computer	John Thomson

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Communion Set up	Betty Muir
Refreshments Sunday am	Eleanor Moss
Refreshments Sunday pm	Val Penn
Flowers	Janet Mitchell

**These guidelines are a living document and will be updated from time to time. Please let us have your ideas on how to improve our welcome to those meeting with us to worship God.**

## Suggestions for helping to make people feel welcome - for future consideration:

- Providing tea and coffee before the service.
- Lunch available after the morning service.
- Host families to provide hospitality for visitors/students etc
- A quiet room for those wishing to be prayed with after the service.

August 2011

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