

## 10am and 2pm Services Roster

Thank you for being a volunteer superstar—we couldn't have such a welcoming atmosphere without you!

**Please read carefully:**

- \* Each Sunday 3-4 people will be rostered on to do cup of tea after the 10am service. One of these people will be an 'expert' (that is, they have been on the cup of tea roster before so can answer those tricky questions!)
- \* If you will not be available on the day that you are rostered on, please swap with someone else on the current roster—contact details can be found over the page.
- \* Reminders: If the office has your email address you will be emailed a copy of the Sunday checklist (which highlights who is rostered on and where) the *week before* you are rostered onto cup of tea. A copy of the roster is also available to view on the website under the 'Rosters' tab.
- \* A list of instructions for serving cup of tea can be found on the wall beside the zip. Before the service (9.45am) you will need to set up the cups and children's trolley and start the coffee urn. Milk will be supplied and will be found in the fridge. If you could please each bring a packet of biscuits or plate of baking that would be very much appreciated.

Any questions please email the office: [office@etchurch.co.nz](mailto:office@etchurch.co.nz) Thanks.

| Date            | Time | Information Centre     | Welcome/Door                                | Cup-of-Tea                                  | Tech | Power Point     |
|-----------------|------|------------------------|---|---|------|-----------------|
| 1 August        | 10am | Graham Weir            | Leanne Shaw, Dawn Pool, Audrey Miles        | Deborah & Barry Taylor, Michael Wood        |      | Mark Olsen      |
|                 | 2pm  |                        | Eric Hyslop                                 | Margaret Crawford-Warden                    |      | Jill Muirhead   |
| 8 August        | 10am | Gary Pullar            | Jill & Noel Davie, Zoila Hall               | Colin & Elaine Scurr, Sue Whitty            |      | Mark Finnie     |
|                 | 2pm  |                        | Ruth & Doug Martin                          | Henry Stoddart                              |      | Jill Muirhead   |
| 15 August       | 10am | Heather Wilson         | Ainsley & Alan Shanks, Graham Langley       | Marion & Ally Maxwell, Deidre Bruce         |      | Michelle Dean   |
|                 | 2pm  |                        | Eleanor Watt                                | Eric Hyslop                                 |      | Marion McGuigan |
| 22 August       | 10am | Alistair Finnie        | Marcella & Neil Cotton, Pat Pullar          | Pam & Rob Crosbie, Florence McLeod          |      | Mark Olsen      |
|                 | 2pm  |                        | Ray Small                                   |   |      | Marion McGuigan |
| 29 August       | 10am | Brent Aplin            | Eddie & Lorraine Christensen, Bruce Clark   | Noeleen & Russell Lippert, Clare Noakes     |      | Mark Finnie     |
|                 | 2pm  |                        | Eric Hyslop                                 | Barbara Ducrot                              |      | Jill Muirhead   |
| 5 September     | 10am | Graham Weir            | Wayne & Viv Ward, Florence McLeod           | Graham & Rose Langley, Roger Grant          |      | Michelle Dean   |
|                 | 2pm  |                        | Ruth & Doug Martin                          | John Parks                                  |      | Marion McGuigan |
| 12 September    | 10am | Gary Pullar            | Kelechi & Lorna Ogbuehi, Alysha Gibbs       | Nick & Janette Muirhead, Adrienne Watson    |      | Lynda Willsman  |
|                 | 2pm  |                        | Eleanor Watt                                | Eric Hyslop                                 |      | Jill Muirhead   |
| 19 September    | 10am | Heather Wilson         | Jill & Noel Davie, Ruth Rivett-Cuthbert     | Ngaire & Benjamin Renton, Chris Jones       |      | Mark Olsen      |
|                 | 2pm  |                        | Ray Small                                   | Ruth & Doug Martin                          |      | Marion McGuigan |
| 26 September    | 10am | Alistair Finnie        | Ainsley & Alan Shanks, Dawn Pool            | Ross Flamank, Lorna Isaac, Jean Tamplin     |      | Mark Finnie     |
|                 | 2pm  |                        | Eric Hyslop                                 | Joy Davis                                   |      | Jill Muirhead   |
| 3 October       | 10am | Leanne & Samantha Shaw | Marcella & Neil Cotton, Audrey Miles        | Rob & Chris Simpson, Annice Smith           |      | Michelle Dean   |
| School Holidays | 2pm  |                        | Ruth & Doug Martin                          | Margaret Crawford-Warden                    |      | Marion McGuigan |
| 10 October      | 10am | Brent Aplin            | Graham Langley, Pat Pullar, Zoila Hall      | Peter & Esther Bylsma, Ruth Rivett-Cuthbert |      | Mark Olsen      |
| School Holidays | 2pm  |                        | Eleanor Watt                                |   |      | Jill Muirhead   |
| 17 October      | 10am | Graham Weir            | Wayne & Viv Ward, Michelle Dean             | Ainsley & Alan Shanks, Dawn Pool            |      | Mark Finnie     |
|                 | 2pm  |                        | Ray Small                                   | Henry Stoddart                              |      | Marion McGuigan |
| 24 October      | 10am | Gary Pullar            | Leanne Shaw, Bruce Clark, Alysha Gibbs      | Marion & Ally Maxwell, Audrey Miles         |      | Michelle Dean   |
| Labour Weekend  | 2pm  |                        | Eric Hyslop                                 | Barbara Ducrot                              |      | Jill Muirhead   |
| 31 October      | 10am | Heather Wilson         | Jill & Noel Davie, Florence McLeod          | Philippa Lord & family                      |      | Mark Olsen      |
|                 | 2pm  |                        | Ruth & Doug Martin                          | John Parks                                  |      | Marion McGuigan |
| 7 November      | 10am | Alistair Finnie        | Ainsley & Alan Shanks, Ruth Rivett-Cuthbert | Leanne Shaw, Diedre Bruce, Michael Wood     |      | Mark Finnie     |
|                 | 2pm  |                        | Eleanor Watt                                | Eric Hyslop                                 |      | Jill Muirhead   |
| 14 November     | 10am | Leanne & Samantha Shaw | Marcella & Neil Cotton, Dawn Pool           | Gary & Pat Pullar, Sue Whitty               |      | Lynda Willsman  |
|                 | 2pm  |                        | Ray Small                                   | Ruth & Doug Martin                          |      | Jill Muirhead   |
| 21 November     | 10am | Brent Aplin            | Audrey Miles, Graham Langley, Zoila Hall    | David & Jane Yates, Clare Noakes            |      | Michelle Dean   |
|                 | 2pm  |                        | Eric Hyslop                                 |   |      | Marion McGuigan |
| 28 November     | 10am | Graham Weir            | Wayne & Viv Ward, Michelle Dean             | Colin & Elaine Scurr, Adrienne Watson       |      | Mark Olsen      |
|                 | 2pm  |                        | Eleanor Watt                                | Barbara Ducrot                              |      | Jill Muirhead   |

## Swaps - Swaps:

If you are unable to serve on any of these times:

- † please swap with someone else on **your team**
- † please advise the office about the swap via email (office@etchurch.co.nz) or phone (489 6308 and leave a message)

## Welcoming/Door Team:

At East Taieri Church we aim to welcome all people in such a way that they feel valued, loved and accepted. **Your welcoming role** plays a vital part in drawing everyone into connections and community.



The **first 10 minutes** newcomers spend with us is often when many make up their minds about coming back, so your smile and the warmth of your welcome really matters!

### SUNDAY 10AM WELCOMER RESPONSIBILITIES:

- † Please arrive at least 20 minutes before the service.
- † Place 3 bibles on each middle pew and one on each side pew if not already out
- † Hand out bulletins and other publications that will be left on the foyer-table
- † Place name-tag stands at bottom of steps (get help if needed). If wet leave stands in the foyer)
- † If required, act as an usher and help folk find a seat
- † Be ready to take up the offering
- † After the service walk through and collect unwanted bulletins and paper
- † Put away name-tag stands and close outside doors (about 20 minutes after service ends)

### TEAM TIPS:

- o Ensure new people are engaged in conversation during their first visit
- o Introduce new people to others (if possible with people who have something in common)
- o Inform re toilets and other facilities e.g. Kidzown/ youth programmes
- o Offer a Newcomers Booklet and mug/travel cup to newcomers. We aim for all newcomers to receive a Newcomers pack by their second visit. (it is our aim to follow up within 2 weeks and respond to information shared)
- o Invite them to join with us after the service for a cuppa or link them to someone who can.

There are Newcomers packs in three places:

- o In a basket labelled "Newcomers" at the main entry
- o On the wall beside the Fellowship Centre kitchen entrance
- o In the side foyer beside the office where other pamphlets are situated

### Newcomers Lunches

All new people are invited to attend a Newcomers Lunch. These lunches usually take place each term on a Sunday and are prepared by our Hospitality team. During this time our newcomers get to meet some of the staff, hear about the ministry & mission of the Church, meet other newcomers and share together over lunch.

### Home Visit

We aim to arrange a visit by one of our team with the approval of the newcomer within the first month.

## CUP OF TEA TEAM:

A cup-of-tea (or coffee) is served following each service  
Tea, coffee, sugar, milk and juice is provided by the church



### PLEASE SUPPLY:

A packet of biscuits or a small plate of baking.



### AFTER CUP-OF-TEA:



### DISHWASHER:

Please place dishes into dishwasher & set it going on a fast wash  
Please also hand-wash any other dishes that do not fit into dishwasher  
You will find clean tea-towels in top drawer

- † Dish-wash powder and liquid are on the top shelf above sink

### BENCHES:

Please wipe all benches & leave kitchen ready for next group, thanks

## Sound Team:

- † In order to ensure the highest quality worship experience it would be helpful if you were able to arrive before 9.30am so that there is time to do a sound check with the music team before the service begins.

## Power Point Team:

- † Please have "Notices" up-and-running 10mins prior to service
- † Check song list

## Equipment Hiccups:

Would appreciate your advice of any "hiccups" and we will endeavour to find solutions.—thanks

Please note down any relevant information:

- † leave message under Reception-Office slide
- † or send to email address listed on front page

## Thanks:

Thank you for serving others in this way  
Your commitment is really appreciated

Sunday Service Teams  
East Taieri Church

Your gift of time  
in the church

East Taieri Church  
12a Cemetery Road, Mosgiel

From: August 2021  
To: November 2021

Phone: 489 6308 ext 1700  
Email: office@etchurch.co.nz  
Website: www.etchurch.co.nz

Office Hours: 9am—3pm Mon—Fri



EAST TAIERI CHURCH

We are here as:

One people in mission for God's glory...

...growing in Christ and making Him known in love  
through word, sign and deed...

...because all people matter to God