

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:

- * 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 Thanks.

Date	Time	Welcome/Door	Cup-of-Tea	Coffee machine	Power Point
3 November	10am	Ruth Rivett-Cuthbert & Dawn Pool	Nick & Janette Muirhead	Matt Wilson	Mark Finnie
	2pm	Brenda Shine	Henry Stoddart		Jill Muirhead
10 November	10am	Lynn & Rod Galloway	Peter & Esther Bylsma	Jillian North	Benjamin Renton
	2pm	Barabara Ducrot	Ruth & Doug Martin		Chris Rose
17 November	10am	Alan & Ainsley Shanks	Noeleen & Russell Lippert	Jillian Peacock	Michelle Dean
	2pm	Eleanor Watt	Rhonda Chung		Marion McGuigan
24 November	10am	Wayne & Viv Ward	Lorna Issac & Annice Smith	Koshy Yohannan	Kathryn Cutler-Adams
	2pm	Brenda Shine	Colin & Elaine Scurr		Chris Rose
1 December	10am	Graham & Rose Langley	Deirdre Bruce & Florence McLeod	Jillian Peacock	Mark Finnie
	2pm	Ruth & Doug Martin	Leanne Shaw		Marion McGuigan
8 December	10am	Michelle Dean & Ruth Rivett-Cuthbert	Rob & Chris Simpson	Matt Wilson	Benjamin Renton
	2pm	Lorraine Christensen	Margaret Crawford-Warden		Chris Rose
15 December	10am	Marcella & Neil Cotton	Graham & Rose Langley	Jillian North	Kathryn Cutler-Adams
22 December	10am	Alan & Ainsley Shanks	Lex & Dorothy Hibbert		Michelle Dean
25 December Christmas Day	10am	IF YOU THINK YOU ARE AVAILABLE	TO HELP. PLEASE CONTACT THE OFFICE	489 6308	OFFICE@ETCHURCH.CO.NZ
29 December	10am	Wayne & Viv Ward	Dawn Pool & Pam Grant		Mark Finnie
5 January	10am	Graham & Rose Langley	Ngairé Renton & Ruth Rivett-Cuthbert		Benjamin Renton
12 January	10am	Lynn & Rod Galloway	Nick & Janette Muirhead	Koshy Yohannan	Michelle Dean
19 January	10am	Marcella & Neil Cotton	Peter & Esther Bylsma	Matt Wilson	Kathryn Cutler-Adams
	2pm	Eleanor Watt	Barbara Ducrot		
26 January	10am	Michelle Dean & Dawn Pool	Noeleen & Russell Lippert	Jillian North	Mark Finnie
	2pm	Brenda Shine	Ruth & Doug Martin		
2 February	10am	Alan & Ainsley Shanks	Chris & Rob Simpson	Koshy Yohannan	Benjamin Renton
	2pm	Lorraine Christensen	Rhonda Chung		
9 February	10am	Wayne & Viv Ward	Philippa Lord & family	Jillian Peacock	Michelle Dean
	2pm	Barbara Ducrot	Margaret Crawford-Warden		
16 February	10am	Graham & Rose Langley	Annice Smith & Adrienne Watson	Matt Wilson	Kathryn Cutler-Adams
	2pm	Ruth & Doug Martin	Henry Stoddart		
23 February	10am	Marcella & Neil Cotton	Deirdre Bruce & Clare Noakes	Jillian North	Mark Finnie
	2pm	Eleanor Watt	Leanne Shaw		

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 before 9.30am.
- † Remove cloth covering the name tags in the office foyer.
- † Greet people in the office foyer and direct them into the Fellowship Centre for tea/coffee.
- † At 9.50am open the blue outside doors at the front of the church and greet people entering there (those who have arrived earlier will have entered the church through the door from the Fellowship Room).
- † If required, act as an usher and help folk find a seat
- † After the service walk through and collect unwanted bulletins and paper
- † Close blue 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 Booklet by their second visit (it is our aim to follow up within 2 weeks and respond to information shared). Ask newcomers to fill in the back page of the Newcomers Booklet or one of the cards that are outside the office window.
- o Invite them to join with us after the service for a cuppa or link them to someone who can.

There are Newcomers booklets in three places:

- o In a wooden tray in the church foyer with mugs/ takeaway cups
- o On the wall beside the Fellowship Centre kitchen entrance
- o In the office foyer on the wall behind the coffee station

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.

CUP OF TEA TEAM:

A cup-of-tea (or coffee) is served before and after the 10am service and after the 2pm service. Tea, coffee, sugar, milk and juice is provided by the church



Instructions for set up can be found on the wall in the kitchen beside the zip.

Before the service (at 9.30am) either instant coffee or a plunger, a pot of tea, milk, sugar and cups set out on the bench for people to help themselves.



A packet of biscuits or a small plate of baking for after the service is greatly appreciated.



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: November 2024
To: February 2025

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