

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
1 March	10am	Marcella & Neil Cotton	Ngaire Renton & Pam Grant	Jillian North	Mark Finnie
	2pm	Barbara Ducrot	Colin & Elaine Scurr		Jill Muirhead
8 March	10am	Nic & Nadia Gauchet	Annice Smith & Carol Dalton	Matt Wilson	Michelle Dean
	2pm	Ruth & Doug Martin			Marion McGuigan
15 March	10am	Graham & Rose Langley	Chris & Rob Simpson (Nick & Janette Muirhead)	Jillian Peacock	Matt Smith
	2pm	Brenda Shine	John Parks		Chris Rose
22 March	10am	Claudia Bekker & Dawn Pool	Lex & Dorothy Hibburt		Kathryn Cutler-Adams
Otago Anniversary	2pm	Barbara Ducrot	Margaret Crawford-Warden		Jill Muirhead
29 March	10am	Alan & Ainsley Shanks	Peter & Esther Bylsma	Jillian Peacock	Johan Bekker
	2pm	Eleanor Watt	Henry Stoddart		Chris Rose
5 April	10am	Ruth Rivett-Cuthbert & Michelle Dean	Noeleen & Russell Lippert		Mark Finnie
Easter/school hols	2pm	Ruth & Doug Martin	Barbara Ducrot		Jill Muirhead
12 April	10am	Marcella & Neil Cotton	Gina Henderson & Dawn Pool	Jillian North	Michelle Dean
School holidays	2pm	Barbara Ducrot	Leanne Shaw		Marion McGuigan
19 April	10am	Nic & Nadia Gauchet	Ross Flamank & Florence McLeod	Matt Wilson	Kathryn Cutler-Adams
	2pm	Brenda Shine			Chris Rose
26 April	10am	Margaret & Dennis Larsen	Graham & Rose Langley		Matt Smith
Anzac weekend	2pm	Eleanor Watt	John Parks		Jill Muirhead
3 May	10am	Alan & Ainsley Shanks	Nick & Janette Muirhead	Jillian Peacock	Mark Finnie
	2pm	Barbara Ducrot	Henry Stoddart		Marion McGuigan
10 May	10am	Annie Yohannan & Claudia Bekker	Lorna Isaac & Clare Noakes	Koshy Yohannan	Johan Bekker
	2pm	Lorraine Christensen	Barbara Ducrot		Chris Rose
17 May	10am	Graham & Rose Langley	Lex & Dorothy Hibburt	Jillian North	Michelle Dean
	2pm	Eleanor Watt	Margaret Crawford-Warden		Jill Muirhead
24 May	10am	Marcella & Neil Cotton	Philippa Lord & family	Matt Wilson	Kathryn Cutler-Adams
	2pm	Barbara Ducrot	Ruth & Doug Martin		Marion McGuigan
31 May	10am	Ruth Rivett-Cuthbert & Dawn Pool	Annice Smith & Pam Grant		Matt Smith
Kings Birthday	2pm	Brenda Shine	Barbara Ducrot		Chris Rose
7 June	10am	Nic & Nadia Gauchet	Deborah & Barry Taylor	Jillian Peacock	Mark Finnie
	2pm	Ruth & Doug Martin	Leanne Shaw		Jill Muirhead
14 June	10am	Alan & Ainsley Shanks	Ruth Rivett-Cuthbert & Ngaire Renton	Jillian North	Michelle Dean
	2pm	Lorraine Christensen			Chris Rose
21 June	10am	Annie Yohannan & Claudia Bekker	Chris & Rob Simpson	Koshy Yohannan	Johan Bekker
	2pm	Eleanor Watt	Colin & Elaine Scurr		Jill Muirhead
28 June	10am	Marcella & Neil Cotton	Carol Dalton & Florence McLeod	Matt Wilson	Kathryn Cutler-Adams
	2pm	Barbara Ducrot	Magaret Crawford-Warden		Marion McGuigan

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: March 2026
To: July 2026

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