



Governance Manual

WELCOMER/USER DUTIES

1. INTRODUCTION

Every Welcomer gives the first impression to each member, visitor or guest who attends Wodonga Lutheran Parish. It is of utmost importance that not only will the Welcomer be friendly, sincere, warm, and welcoming, but also informative and showing forth the fruit of the Spirit in their life. People want to know that we care for them and their family as we share the love, joy, peace, kindness, goodness, faithfulness, gentleness, and self-control of our Lord Jesus Christ.

2. BEFORE THE SERVICE

- Please arrive at least 20 – 30 minutes prior to worship.
- Please wear your nametag.
- Open church and on Sunday the hall door for toilets.
- See that the heating/cooling/ventilation is adequate.
- Check lights are turned on:
 - ✓ Cross at front of church (switch in Vestry near pulpit);
 - ✓ In the church (main switchboard); and
 - ✓ Toilets.
- Welcome people to church.
- Hand out Bulletins and other notices as required.
- For parents with children, point them to faith bags and clipboards.
- Light the candles about five minutes prior to start time.
- Heat up water in the urn for tea/coffee.

3. DURING THE SERVICE

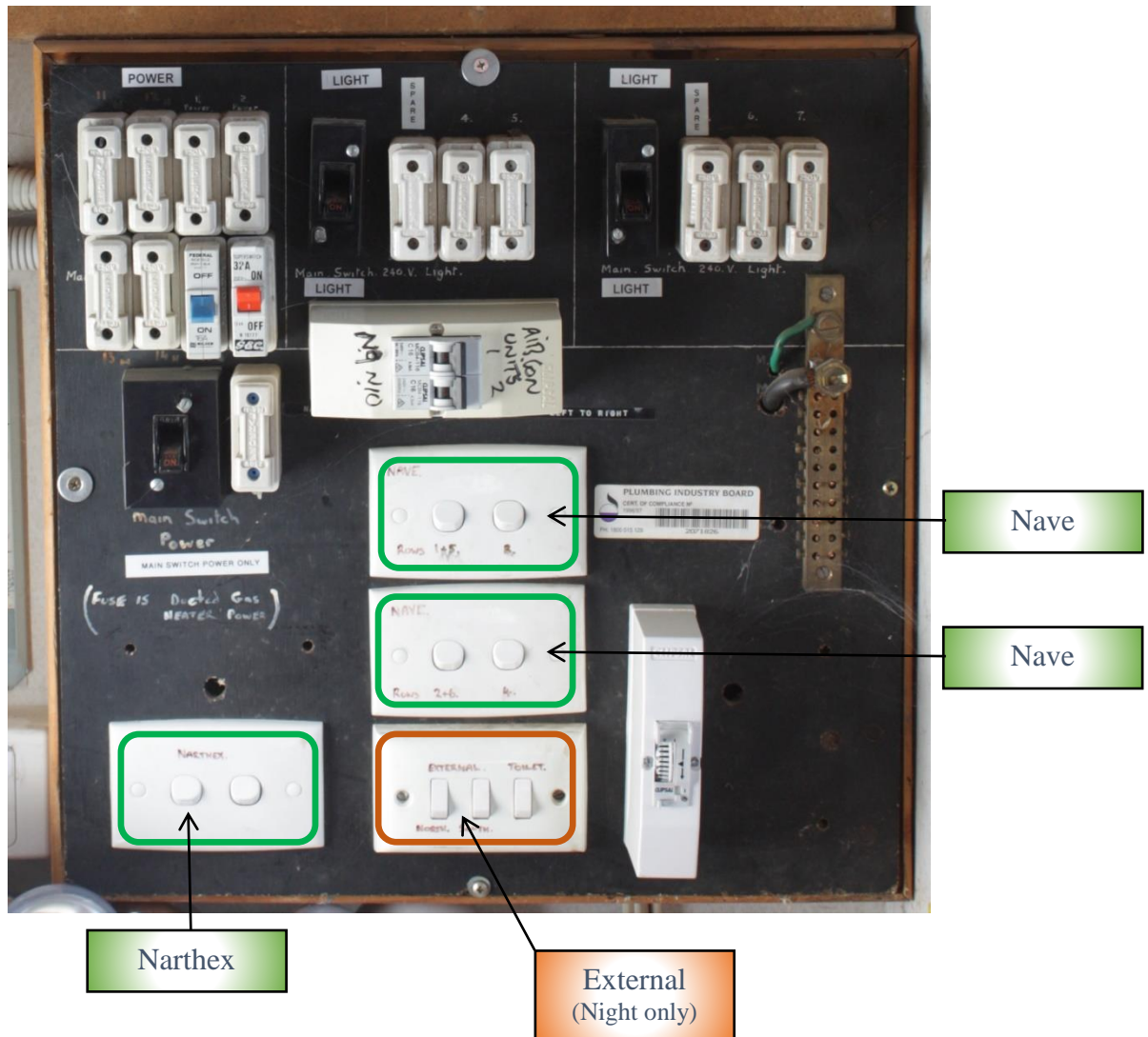
- Remain seated near the door to assist any latecomers.
- Take up the offering. Please invite children to assist you in this.
- Count the number of people present (include everyone) - normally during the collection.
- Count the number of people communing.
- Extinguish candles during the last verse of the final hymn/song.

4. AFTER THE SERVICE

- Tidy the Worship space after the Service. Remove any Bulletins left behind, or children's activity sheets. Straighten pews, and return the Worship space to an orderly state.
- Ensure dishes washed up and urn returned to kitchenette.
- Fill out ALL of the details in the Record Book (in the vestry) including the 'total number present' and 'total number communing'.
- Assist with money counting if needed (two people required).
- Turn off lights and lock up - church, toilets and hall etc.

God bless your ministry as together we bring the good news of Christ's promise to all who attend our Services.

Governance Manual SWITCHBOARD AND LIGHTING



Caution – do not touch other switches unless authorised.

Version Control:

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