MOTHERWELL SOUTH PARISH CHURCH KIRK SESSION

ROTA FOR PREPARATION OF SANCTUARY FOR ORGANISATIONS AND WORSHIP

Thank you for volunteering to help with preparing the sanctuary for our organisations and for worship.

Please note that there have been difficulties in the past year with volunteers not completing their duties and the matter has been raised at the Kirk Session. To make it easier for you to remember when it's your turn, I have amended the rota this session so that you are on duty over the one weekend – firstly to set up the sanctuary for worship on the Saturday and then to clear the sanctuary after the Sunday service the next day. The dates on the attached calendar are therefore all Saturdays.

When it is your turn on the rota, please do the following:

- On Saturday, arrange for the sanctuary to be set up for worship the next day. This can also be done on the Friday evening after the Anchor Boys have finished if this is more convenient. There is a seating plan on the notice board to help you arrange the seating in the usual format.
- On Sunday, check with lain Gray, May Weir and Elizabeth Wilson to find out what activities are taking place in the sanctuary and transept in the coming week
- Find a second person to help you either from the group or someone else
- Clear all of the tip-up seating from the transept and push back the tip-up seating in the main section of the church to clear as much floor space as possible
- If there is an evening service arrange for the sanctuary to be cleared after this service
- If you cannot undertake these tasks yourself, it is essential that you arrange for a substitute

Team members and contact details

Member	Home Phone	Mobile Phone
Alastair Black	252274	
Stephen Frew	263229	
Iain Gray	260286	
Graeme Irvine	269766	
John Maddock	251137	07974 033 990
Fraser McKenzie	253886	07983 595 020
Niall McKenzie	268243	07734 705 619
Jim Wallace	253570	

Other contacts

May Weir 267442 Elizabeth Wilson 251600

Sanctuary Rota

Weekend beginning Saturday:

06 September 2014	Stephen Frew	13 September	Iain Gray
20 September	Graeme Irvine	27 September	John Maddock
04 October	Fraser McKenzie	11 October	Niall McKenzie
18 October	Jim Wallace	25 October	Alastair Black
01 November	Stephen Frew	08 November	Iain Gray
15 November	Graeme Irvine	22 November	John Maddock
29 November	Fraser McKenzie	06 December	Niall McKenzie
13 December	Jim Wallace	20 December	Alastair Black
27 December	Stephen Frew		
		03 January 2015	Iain Gray
10 January	Graeme Irvine	17 January	John Maddock
24 January	Fraser McKenzie	31 January	Niall McKenzie
07 February	Jim Wallace	14 February	Alastair Black
21 February	Stephen Frew	28 February	Iain Gray
07 March	Graeme Irvine	14 March	John Maddock
21 March	Fraser McKenzie	28 March	Niall McKenzie
04 April	Jim Wallace	11 April	Alastair Black
18 April	Stephen Frew	25 April	Iain Gray
02 May	Graeme Irvine	09 May	John Maddock
16 May	Fraser McKenzie	23 May	Niall McKenzie
30 May	Jim Wallace	06 June	Alastair Black
13 June	Stephen Frew	20 June	Iain Gray
27 June	Graeme Irvine	04 July	John Maddock
11 July	Fraser McKenzie	18 July	Niall McKenzie
25 July	Jim Wallace	01 August	Alastair Black
08 August	Stephen Frew	15 August	Iain Gray
22 August	Graeme Irvine	29 August	John Maddock