

# 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 Iain 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

