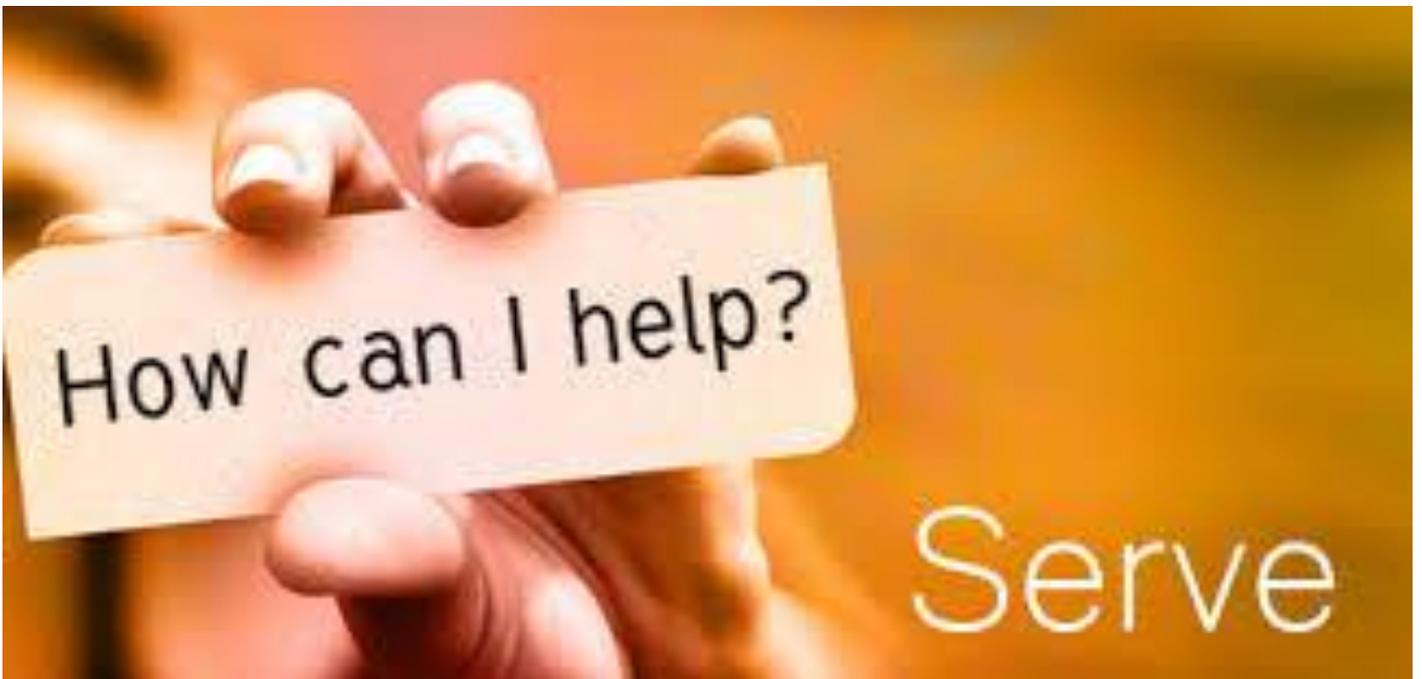


## **BELONGING AT ST ANDREW'S**

### **PART IV: HOW DOES EVERYTHING GET DONE?**



One of the statements St Andrew's makes which is greatly prized by the community is the following:

**WELCOME TO ST ANDREW'S ON THE TERRACE**

*Wherever you are on your faith journey,  
wherever you have come from and wherever you are going to,  
whatever you believe, whatever you do not believe,  
you are welcome here.*

You can decide how you will connect!  
This set of booklets aims to help with that decision

**Here's info about how we get things done and how you can be involved**

**There are a few things to do to make sure of smooth running – well, almost! We have duty rosters in which many people take part:**

### **ROSTERS BEFORE AND AFTER THE SERVICE**

#### **WELCOMING (2 people)**

This occurs before the service and involves coming about 9.30am, welcoming people, handing out orders of service, switching on light and heat and keeping an 'eye out' during the service for anyone who needs assistance and tidying up the back of the church area after the service.

#### **MORNING TEA/COFFEE SET UP (3 people working together)**

Setting up before church, by bringing cups, water urn, tea, coffee, food etc. from the kitchen to the back of the church. Serving morning tea/coffee at the back of the church after the service and clearing away and washing up in the kitchen. **On the first** Sunday of the even months (Feb, Apr, June, August, October, December) this job is staffing the kitchen for the community lunch

### **ROSTERS FOR ROLES DURING THE SERVICE**

#### **SOUND (1 person)**

Requires a little training, (which we can provide) but not a difficult job – setting up microphones, checking batteries and monitoring sound levels during the service. May include playing of DVD or CD material.

#### **OFFERING (2 people)**

Involves checking baskets are ready for use, gathering the offering from the congregation and counting/recording it. Being able to count is a help!

#### **TIME WITH THE CHILDREN (1 person)**

Presenting a short story to the children at this stage of the service. Needs to be 4 minutes only. Watch how this is done for a few Sundays before you offer for this one!

#### **RAINBOW ROOM HELPER (1 person)**

This person goes out with the Rainbow Room Coordinator and the children and is another adult during the Rainbow Room programme. This requires a successful police check, but don't let that put you off!

WELCOME TO ST ANDREW'S ON THE TERRACE  
WHEREVER YOU ARE ON YOUR FAITH'S JOURNEY,  
WHEREVER YOU HAVE COME FROM AND WHEREVER YOU ARE GOING TO,  
WHATEVER YOU BELIEVE, WHATEVER YOU DO NOT BELIEVE, YOU ARE WELCOME HERE.

## **PRAYERS**

These are by invitation but watch and learn and consider whether you might like to take part in this important part of the service

## **BIBLE READINGS**

This roster is also by invitation, but again watch and learn and see if this might be one of your gifts. Main requirement is a clear speaking voice!

**Rosemary Lawrence** is 'Roster Rosie'. She helps Karyn (in the Office) organise the roster and tweaks the instructions. She also advertises when more help is needed. Let her know if you want to be on a roster.

**Karyn Bishop** from our office asks us every three months to advise her of the dates we will not be available to be on a roster. (Say, we might be away on holiday for a month or more - let Karyn know). She then sends the completed three month roster out. If you need to change a date it is your responsibility to arrange a swap with someone else and let the office know.

## **OTHER ROLES**

### **PARISH COUNCIL**

Parish Councillors are elected at each Annual General meeting.

Associate members can be voted on as Councillors, up to 40% of the total Council membership. Members when they are voted on to Council are ordained as elders and elders would form at least 60% of Council.

All on Council serve a three year term, then renew for another three years, then must take a year's break before standing again.

### **PARISH COUNCIL CONVENOR**

The Council chooses a convenor from its ranks.

### **TREASURER**

This member of the congregation is well supported by an efficient office. People with financial backgrounds who can assist are welcome to offer!

## **PRESBYTERY ELDER**

One of the Parish Councillors performs this role: attending Presbytery meetings and helping the Parish and the Presbytery liaise with each other.

## **ASSEMBLY COMMISSIONER**

At the biennial Assembly usually either a minister or an elder attends from St Andrew's. Whether the commissioner is an elder or a minister is decided by Presbytery and Parish Council approves which person it will be.

## **Worship Committee      Convenors Sue McRae & Rosemary Lawrence**

This small group meets annually to review the year and write the annual report on Worship. During the year the minister advertises meetings to plan special gatherings for particular seasons of the year at these approximate timings, meeting in: September to plan Advent and St Andrew's Day, February to plan Lent and Easter, (depending on timing of Easter), April to plan Pentecost and late July to plan the Creation season. Be involved in as little or as much of a Gathering as you wish. Come and see the process! Watch for the notice of the meeting in the order of service

## **Pastoral Committee      Convenor: Linda Wilkins, Maxine Cunningham, Brian Burrell, Linda Wilkins & Lois Robertson, the Minister.**

This groups keeps the parish rolls accurate and up to date, receives new enquiries, runs Newcomers' nights and manages the Pastoral Partners system which is a volunteer 'buddy' system.

## **Pastoral Partner Network**

Sometimes it's good to know someone is looking out for you. At St Andrew's we have an amateur, volunteer buddy system, where 'pastoral partners' are matched with members of the community. The plan is that partner and member decide what level of contact they want to provide or to have, so each relationship is different, in type of contact and the timing of contact.

## **Finance A& Facilities Management Group      Convenor: Douglas Wood**

The FFMG manages building maintenance and capital development. It oversees operation of St Andrew's Centre together with the Parish Council.

**BOOKLET PREPARED BY REV DR SUSAN JONES AUGUST 2016 Updated June 2017**