

East Craigs Church Centre

Welcome Teams Rota – 26.10.25 – 22.3.26

Date	Occasion	EC	CB
26/10/25	Sunday@ 10.30 - EC	3	
2/11/25	Sunday@ 10.30 - CB		5
9/11/25	Sunday@ 10.30 – Remembrance Sunday EC	4	
16/11/25	Sunday@ 10.30 – Communion CB		1
23/11/25	Sunday@ 10.30 – Communion EC	1	
30/11/25	Sunday@ 10.30 – Café Church CB Hall		2
7/12/25	Sunday@ 10.30 – CB		3
7/12/25	Sunday@ 3pm – Bereavement - EC	2	
14/12/25	Sunday@ 10.30 – EC	3	
21/12/25	Sunday@ 10.30 – CB		4
24/12/25	Wednesday@ 6pm – Christmas Eve - CB		5
25/12/25	Thursday @ 10.30 – Christmas Day - EC	4	
28/12/25	Sunday @ 10.30 - EC	1	
4/1/26	Sunday @ 10.30 - CB		1
11/1/26	Sunday @ 10.30 - EC	2	
18/1/26	Sunday @ 10.30 - CB		2
25/1/26	Sunday @ 10.30 – EC	3	
1/2/26	Sunday @ 10.30 – Communion CB		3
8/2/26	Sunday @ 10.30 – Communion EC	4	
15/2/26	Sunday @ 10.30 - CB		4
22/2/26	Sunday @ 10.30 - EC	1	
1/3/26	Sunday @ 10.30 – CB		5
8/3/26	Sunday @ 10.30 - EC	2	
15/3/26	Sunday @ 10.30 - CB		1
22/3/26	Sunday @ 10.30 - EC	3	

Team 1

Jim Allan

Jean Mowle
Linda Bernard

Team 2

Julie Wilkinson

Sandra Gibson
Helen Gilbert
Talex Choy

Team 3

Susan Ross

Dave Paterson
Marion Cockburn

Team 4

Sandy Turnbull

Ruth Henderson
Aileen Kells

Service Times: 10.30am. Please arrive by 10.00

Please remember to wear your **name badge**

1. **Church:** Prepare Hall for service – place fall on lectern and runner across communion table. Put water out at communion table and on end of organ for musician. Put up hymn numbers on board if using hymn books. Ensure screen facing

congregation for PowerPoint. Put out wooden stand with smaller collection plate at rear of seats. Open windows as appropriate. Ring clanky bell just prior to start of service. Help put out 4 tables/chairs for after service teas/coffee in small hall.

2. **Entrance:** Welcome everyone at the front door.
3. **Collection:** Open plate and free will envelopes to be put in the plate at the back of the hall. No money will be counted at the end of the service. The team leader will seal the collection in the envelope after inclusion of tea/coffee donations and give it to Alan Kennedy, 1 North Gyle Drive.
4. **Bible:** Carry Bible to lectern as leading minister into hall. Walk out with Bible at close of service.
5. **Communion:** See separate document with instructions. Duty team is responsible for setting up communion at East Craigs.

If you are unable to be at church on the date you are down for, **please swap with someone else**. If you don't have contact details, please contact Elaine on craigsbanksc@gmail.com