

DUTY All elders collect collection plates on arrival.	BEFORE SERVICE	DURING SERVICE	COLLECTION	END OF SERVICE	AFTER SERVICE
a	-Set up Clement Chapel and water -Help people arriving with poor mobility, if necessary with wheelchair	Sit near North door to open and assist in case of emergency. N door unmanned while elder a uplifts collection in N aisle, but elder remains responsible for it in emergency.	- Collect side seats first then North Aisle -Hand plates to elder b/c and return to N door.		-Put away Clement Chapel items and water -If necessary help people with poor mobility to leave. -Tidy Cathedral
b	-Hand out rummage bags at South door. - Show baptism party to seats. -Help elder e with Orders of Service at South door.	-Sit near front	- Collect Centre aisle facing North -GO FORWARD WITH COLLECTION	Sort collection	To bank
C	-Check all doors open -Stand at West door in summer to welcome	-Sit near West door to open in emergency <i>until collection</i> . -Elder f will then cover W door.	- Collect Centre aisle facing south <i>(As soon as elder c begins collection, W door will be covered by elder f)</i> -GO FORWARD WITH COLLECTION	Sort collection	To bank
d	-Put some rummage bags at SW door and set up family area. -Help people arriving with poor mobility, if necessary with wheelchair	-Sit at South West door to assist latecomers and open in emergency. -Open door to let CK leave. -Put out noticeboard when CK leave or after 1st hymn.	- Collect lectern pews first, then South aisle -Hand plates to elder b/c and return to SW door.	- Open SW door - Bring in noticeboard from SW door.	Close W and SW door -Return rummage bags and family area items to storage places. -If necessary help people with poor mobility to leave. -Tidy Cathedral
e Elder in charge	-responsible for ensuring all duties are covered *. -Hand out Order of Service at South door, helped by elder b -Coordinate first responders	-Sit at South door to open in emergency . -Put out noticeboard		-Open S door -Bring in noticeboard	-Help at welcome table/ S door area. -Put away rummage bags -Tidy Cathedral
f Cover elder	(* In the event of elder f being needed to cover another duty, elder e should arrange cover for this duty by asking any elder present)	Sit near W/SW doors	Provide emergency cover for West door from start of collection AND cover at SW door for non-emergency entrances/exits during collection	Open W door in summer	

Summer : Apr-Sept

Winter : Oct-March