

DUNBLANE CATHEDRAL
GUIDANCE NOTES FOR ELDERS ON DUTY AT 10.30 AM SERVICES – Jan 2020

The following Notes outline the procedures for elders on duty at the normal 10.30 am services and should be read in conjunction with the Tabular Form of the Notes. A laminated copy of the guidance notes, tabular form and annual rota is kept in the folder with elders name badges.

Before the Service

- All elders should arrive by 9.45 am, so that elder e (the elder in charge) has plenty of time to check that there is a full complement of elders, before the congregation begins to arrive.
- If an elder knows that they will be unavoidably late, then they should make sure that a message reaches elder e, by the evening before, so that the elder in charge knows that that duty is going to be covered.
- If an elder is unable to attend they should arrange a replacement, usually by swapping with an elder from another group.
- They should also let elder e know who is coming in their place.
- Most importantly they should not assume that the cover elder will fill in: this elder should only be used if a duty elder is ill or unable to attend for some reason at the last minute.
- It is helpful if elders familiarise themselves with the various duties and know, before arriving on a Sunday, which duty they are doing and what it entails: this makes the process much easier for the person in charge.
- On arrival elders a, b, c & d should collect 2 wooden plates for the offering and take them to their seat, ready to be used for uplifting the offering.

The rota and details of the various duties are also all available in the Kirk Session area of the website

Help for members of the Congregation with Mobility Problems

Prior to the service, elders a and d should look out for people arriving at the end of the path, who may need help to get into the Cathedral. This may involve simply assisting them to walk or pushing them in a wheelchair. If necessary, there is a wheelchair in the Cathedral available for use.

3 pews just beyond the entrance to the Tower are identified where priority is given to wheelchair users, people with restricted mobility and their companions, should they so wish. Elders should be on the lookout for anyone for whom they may be of benefit. The notices in these pews should be left in place at the end of the Service.

After the service elders a and d should assist members requiring help back to their transport at the end of the path.

During the Service

Elders **a, c, d & e** should sit near North, West, South West & South doors respectively so that in the event of an emergency evacuation they can be ready to open the doors. **Elder f** should sit near the W/SW doors to provide emergency opening of the West door from the start of the collection and cover any non-emergency entrances and exits at the SW door while elder d uplifts the offering. Should an emergency occur during the uplifting of the offering elders **a & d** should return directly to their respective door (N & SW) and open it.

Noticeboards and late arrivals – 2 noticeboards are used to direct latecomers to the appropriate door. When Cathedral Kids is meeting they will be placed outside the South West & South doors, by elders d & e immediately after the children have left the Cathedral to go to the Halls; at other times the noticeboards will be placed outside after the conclusion of the first Hymn. Until then latecomers may enter by the South Door. Elder **e** will direct latecomers along the South Aisle to elder **d** who will assist them to find seats. Thereafter elder **d** will welcome and assist latecomers to find seats.

Collection

Elders **a, b, c & d** will uplift the Collection as detailed on the attached table under **COLLECTION**. Elders **a,b,c** should move to the front of the nave and then wait, preferably seated, until elder **d** collects from the lectern pews. All 4 elders should then begin uplifting the offering at the same time. **a & d** should put their plates in ahead of elders **b & c** and encourage the congregation to pass plates to the end of each pew.

On arrival at the West Door elders **a & d** will pass their plates to elders **b & c** before returning to their seats. Elders **b & c** will each now have 4 plates.

Elders **b & c** should immediately carry the plates towards the crossing, stopping at the first pew until the organist begins to play the doxology. Elders **b & c** will then carry the plates to the Communion Table. The elders will approach the Communion Table side by side and then place their plates on the Table. When the Minister inclines his/her head the elders turn round to the right, and go together to the nearest seats in the front rows on their left in the Choir. After the Benediction the Minister/s move to front of the Communion table and wait while the elders also move back to the Communion table. The Minister will then hand the plates to the elders. When he/she inclines his/her head the elders turn round, again to the right, and in single file follow the Beadle into the Chapter House.

End of Service

Elders **d** & **e** will open their respective doors and bring in the noticeboards. **Elder f** will open the West Door if it is in use.

After the Service

Elder **e** will resume their duty at the Welcome Table/South door area.

Elders **b** & **c** will place the collection in bank wallets being mindful of the choir prayer on returning to Chapter House and **both** go to Bank to deposit wallets in the night safe. Thereafter the night safe key should be returned to the box/cupboard.

Elders **a** & **d** will first assist any person with poor mobility to leave.

Elders **a**, **d**, & **e** will all assist in tidying the Cathedral collecting Orders of Service, pew cards and putting away pew hymn books etc. Collected Orders of Service should then be placed in the recycling box outside the hall.

The Beadle will put away the name badges and return collection plates to the cupboard.

General Notes

1. **All Elders, whether on duty or not should be prepared to assist in any situation that may arise during a Service. Also, if the Cover elder f is required by elder e to fulfil another duty, because of an unexpected absence, then any elder present may be asked by elder e to provide emergency cover for the West door and to assist non-emergency use of the SW door. On busy Sundays extra help may also be required.**
2. A copy of the Duty Rota and Tabular Guidance Notes are available at the front of the Name Badge Folder.
3. Baptisms – Elder **b** will be advised by the office if there is to be a baptism on a particular Sunday, so that guests/visitors can be welcomed and directed to the appropriate pews which will have been reserved for them. If appropriate please highlight the Family Area (note 7). On occasion, in view of the number of guests, it may be necessary to use the north aisle pews as well.
4. Blankets – A number of blankets and hot water bottles are available beside the wheelchair in the South Aisle and behind the Likhubula display in the NW corner. Elders should be on the lookout to identify anyone who might benefit from their use especially when the weather and/or the Cathedral is cold.
5. Clement Chapel Equipment -The changing table is now stored behind the Clement Chapel door along with the heater and the Clement Chapel box. The changing table should be set up for the beginning of the Service and the heater plugged in but NOT switched on.
6. Crèche/Children under 3 years of age- – If a family indicate that they would like to leave a baby or toddler under 3 years they should take the child to the halls at the point in the service when the children go out to Cathedral Kids. Children under 3 will be looked after by Little Stars teachers. If the parent wishes to then return to the service they are very welcome to do so via the SW door.
7. Family Area - An area at the back of the Cathedral beside the font has been set aside as a Family Area. A bag of crèche toys, which is stored behind the door of the Clement Chapel, should be placed on the carpeted area and the laminated poster from the bag saying 'Family Area' displayed on the adjacent pews.
8. Gift Aid Envelopes - A supply of Gift Aid Envelopes is available in the pews and on the Thank Offering Box. Elders are asked to leave the envelopes in the pews at the end of the service.
9. Large Print Order of Service - Elders on duty at the door are asked to offer a large print Order of Service to who anyone who might need it. If the offer is taken up, it may also be appropriate to offer a large print hymn book.
10. Rummage bags and boxes are stored in the Welcome Table and should be distributed from the Welcome Area. Elder **d** prior to the start of the Service should place a few bags at the SW door to be available for any latecomers. All elders should be on the lookout for families who may benefit from a Rummage bag and assist them.
11. Scripture Reading - If you are reading on a Sunday that you are also on a door duty, please arrange to swap your duty with **elder b**, who does not have door duty, so that you are available to open a door in an emergency should it be required.
12. Start-up Box – Items for Start-up can be placed in the box in the rear pew beside the Welcome Table.
13. Water is available, for anyone who may require it during the service, at the South Door, North Door and also in the Clement Chapel. Bottles of water & plastic cups are stored in the Welcome Table. Elder **a** should place a bottle of water and plastic cups in the Clement Chapel and at the North Door prior to the Service and return them to the Welcome Table at the end of the service.
14. Welcome Leaflet– A supply of Welcome Leaflets is available on the Welcome Table for Elders to give to visitors or newcomers. They are also available in the Hall after the service and in the Cockburn Lounge.