

Role Guide

Team: Housekeeping (10:30am)



Role: South Door Steward

The big picture

The Housekeeping Team helps the service remain welcoming, safe and practically well supported.

Your role

The South Door Steward assists the Lead Steward and provides the corresponding stewarding presence at the South Door.

The Lead Steward remains in overall charge; your role is to support them and take particular responsibility for the South Door end of the church.

Before the service

Please be on site in time for the 10:00am Team Meeting & Prayers.

Before the service:

- make sure you know who is serving as Lead Steward;
- check that the South Door and step-free access route are usable;
- be ready to welcome anyone arriving that way.

During the service

Please:

- welcome and assist people using the South Door;
- help latecomers and visitors who are unsure where to go;
- pay particular attention to people using the step-free route;
- keep the doorway and access route reasonably clear;
- assist with the movement of children and families where the South Door is being used;
- notice accidents, illness, disruption or other practical issues;
- deal calmly with straightforward problems;
- alert the Lead Steward if something needs their attention.

The aim is to be attentive without being intrusive.

After the service

Remain available while people are leaving, particularly where anyone needs help using the South Door or step-free route.

If anything has happened which needs following up, tell the Lead Steward, Vicar or a churchwarden.

Last updated: October 2026