

## SERVICE DUTIES

	Churchwarden	Sidesperson
<b>All services</b>		
<b>Prior to service:</b>		
Unlock the church	X	
Switch lights and heaters on as required	X	
Fill the water heater and switch on	X	
Ensure the service leaders are in attendance	X	
Light the required candles, ensure they will last the service, if not please replace.		X
Unlock the Sanctuary Door.		X
Check batteries in microphones to see if they need changing	X	
Switch on sound system and lectern microphone.		X
If Hymns are to be sung put the numbers on board.		X
Confirm when the collection will be taken.		X
Check with the Service Leader of any special requirements.	X	
Open Bible to the correct place for the readers.		X
Ensure the readers are at the service and are aware they are reading (if not, discuss with Duty Church Warden).		X
Put out the correct service books and any other material that is needed.		X
Welcome all members of the congregation and supply them with the books and service material.	X	X
Look out for the need to use ramps to assist peoples access to the church, <u>use with care.</u>		X
<b>During the service:</b>		
Ensure the back door is closed.		X
Obtain the collection bag from the Vicar's vestry.		X
Close the curtains after the service leaders have left the vestry area.		X
Carry out the collection at the required time. (See service leader if you are not sure)		X
Open curtains at the end of the service for the service leaders.		X
Count the congregation and enter in the service register.	X	
<b>After the Service:</b>		
Collect the books and service material and put away.		X
Extinguish the candles (Check if there is sacrament in the Aumbry.)		X
Count the collection; complete the book, place in the correct bag and place in the safe.		X
Switch off the sound system and lectern microphone.		X
Lock the Sanctuary Door.		X
Switch off water heater & empty	X	
Switch off lights & heating	X	
Lock the church	X	
<b>Extra requirements for Communion</b>		
Ensure the communion is laid out,	X	
Count potential communicants and convey info to whoever is serving communion	X	
Check if any of the congregation require communion in the pew & inform the celebrant	X	
Manage the congregation proceeding to take communion,	X	
Ensure the altar rails are dropped and kneelers placed in position and returned after communion.		X
Be at the steps or the altar front during communion to help the congregation who require assistance.		X
Ensure the communion is cleared up and put away.	X	
Count the communicants and entry in the service register.	X	

## **Preparation for Service.**

It is the Duty Churchwardens responsibility to ensure all is in order for the service to be conducted. They are assisted in this by the sidesperson at each service.

Please be aware that the supporting duties document is based on a single service, if there are services before or after the current service, there will be slight changes to the requirements.

We are lucky enough to have a very committed group of sidespersons. To assist in the duties we have tried to list the requirements needed for service to take place.

## **Sidesperson:**

As a sidespersons are the first person the congregation will see so you are our representative to make them welcome. You are also the Health & Safety Eyes and Ears of the Church during the service, so please look out for potential problems and advise the Duty Churchwarden of any concerns. If there is a requirement to evacuate the church, you should be available to assist. This is to be achieved in a safe and orderly manner.

You should arrive approximately 15mins before the start of the service.

### **If you are not able to attend it is vital you inform a Churchwarden.**

If you are not sure at any point, please ask the Duty Churchwarden.

*Thank you very much for your help in making our Church runs smoothly,  
Your contribution is never taken for granted.*

## **Evacuation:**

In the event that an evacuation is required the following information is given to ensure a smooth and organised evacuation takes place.

Anyone finding an incident that may require evacuation of the church should announce the information publically.

Generally the duty churchwarden will make the decision to evacuate the church.

There is a phone in Vicars vestry to call the emergency services using the postcode shown on the notice by the phone.

The duty churchwarden and sidespersons will assist in the evacuation, informing people to meet at the muster point in the car park.

Evacuation will be via the three exits from the church.

These exits are as follows:

The main south entrance.

The west entrance into the choir vestry.

The south door in the chancel known as the sanctuary door.

The following consideration need to taken into account when directing people out of the church.

Direct people through the nearest door taking into account the ease of exit due to door size.

Evacuate the most mobile first but ensuring that the less mobile are informed that they will be assisted as soon as practically possible. **(Do not use the ramps).**

There are fire extinguishers that may be used, only if it is felt safe to use them with no risk to personal safety. There is a fire blanket in the Chancel that should be used if required.

Guidance from the Fire Brigade is they want people to vacate safely rather than consider trying to put out any fires.