

# St. Mary's, Allithwaite

## Duties of Welcome Team/Sidespeople (reviewed October 2014)

The Churchwardens are responsible for Sidespeople and their duties.

Thank you for agreeing to take on this important job.

The way you do it affects the way everyone feels when they enter and worship at St. Mary's.

### **All Services.**

Please arrive at least 30 minutes prior to the start of the service (see below). Keys can be collected from the Old Vicarage. Switch on the appropriate lights in the nave and chancel/sanctuary.

Give a warm welcome to all and provide people with the necessary hymn/service books and current Pew Sheets which contain notices and other information – large print copies are available on request.

Some people may need assistance in getting them to their seats. Take the collection plate forward at the appropriate point in the service.

### **Welcome.**

Welcome starts when people enter the building and ends when they leave.

- Look directly at people – avoid turning your back to them.
- Always smile and give a friendly welcoming word.
- Try not to be distracted.
- Be aware of people.
- Give assistance/direction to people with prams.
- Assist anyone with special needs.
- Find a seat at the rear of church and choose one person to be responsible for latecomers.
- Be aware of anyone experiencing difficulties and offer to help or find an appropriate person to do so.
- Screaming/noisy children can be a great distraction during a service. However, they must never be asked to leave – only lovingly invited to use the facilities at the back of church. Toy cupboards (stored at the back of church) are also available to people with young children.

### **8am Service.**

BEFORE THE SERVICE:

1. Unlock the church by 7:30am.
2. Turn on lights required.
3. Retrieve brass candlesticks and crosses from the vestry and position on their respective altars, and the brass book rests on both communion tables.
4. Switch on the sound system - the key for the A/V Sound cupboard is in the vestry. **Note** switch on the A/V system in the cupboard first (i.e. on the way in to church), then switch on main audio unit in the vestry afterwards.

***Instructions for the Sound and Vision system are kept in the A/V system cupboard.***

5. Place the Church Bible on the wooden lectern in front of the Lady Chapel and mark the day's readings.
6. Set out the Communion items if required.
7. Place the collection plate on the desk by the kitchen, not the welcome desk so that it is readily on view when the congregation enter the church.
8. Light the candles.
9. Ring the steeple bell.

#### AFTER THE SERVICE:

1. Extinguish the candles and leave in position for the next service.
2. Gather any service books and put away, retrieve any Pew sheets and put them back on the Welcome desk for the 10:45 service.
3. Clear away Communion items (silver items can be washed in the kitchen).
4. Switch off the sound system (switch off main audio unit first, then the A/V system in the cupboard).
5. Count the collection (must be done by two people - preferably NOT related!) and put in the safe, entering the amount first into the counting proforma and then the service register.
6. Lock the vestry door and switch off the lights – including the toilet.
7. Leave the church unlocked, returning the keys to the Old Vicarage.

### 10:45am Service.

#### BEFORE THE SERVICE:

1. Arrive at 10:00am (church should be unlocked but if not the keys are available from The Old Vicarage).
2. Switch on the sound system - the key for the A/V Sound cupboard is in the vestry. **Note** switch on the A/V system in the cupboard first (i.e. on the way in to church), then switch on main audio unit in the vestry afterwards.

***Instructions for the Sound and Vision system are kept in the A/V system cupboard.***

3. Place the Church Bible on the lectern and mark the day's readings.
4. Place the large collection plate on the desk by the kitchen, not the welcome desk so that it is readily on view when the congregation enter the church.
5. Light the candles (use a taper or the lighter which are found in the vestry).
6. Commence ringing the steeple bell at 10:40 until the service starts.

#### DURING THE SERVICE:

1. Take up the collection plate during the appropriate hymn (usually last hymn) and wait until the officiant turns round after presenting the offering.
2. Count the number of people present at the service (Under 16's and Over 16's), these numbers are to be entered into the Service Register
3. At Communion invite rows forward to receive communion.
4. Take Communion last, drawing attention to the officiant if anyone requires Communion served in their seat.

#### AFTER THE SERVICE:

1. Collect books as people leave (and any Pew sheets left at seats). Look out for new faces and introduce them to other church members.
2. Snuff candles **but leave to cool**. Do not move just yet - see 7 below!
3. Return book rests and crosses to the vestry and replace with wooden (sanctuary) and metal (Lady Chapel) ones.
4. Ensure that the sound system has been switched off and locked (instructions in A/V cupboard - all this should have been done by the person on A/V duty).
5. Give numbers of people present to Duty Warden for entry in Service Record book.
6. Count the collection (must be done by two people - preferably NOT related!) and put in the safe, entering the amount first into the counting proforma and then the Service Record book.
7. Return brass candlesticks to vestry - wax should be set by now but please be careful.
8. Ensure that all lights are turned off and the church locked. If keys were used from the Old Vicarage please return them.

***If you are unable to perform your duties please arrange for someone to cover and ensure duty roster is updated with the change!***

***Remember that you are not only an ambassador of St. Mary's but of the Lord Jesus himself.***

*Thank you for all you do*

The Wardens and the Vicar.