

St John the Baptist Church, Westbourne

Sidesperson's Duties

0930 Service

(For other services adjust the timings and duties as required)

BEFORE THE SERVICE BEGINS

Please arrive at church at least 30 minutes before the planned Service start time, and turn on lights as required. Unlock the West and South doors if not already open (key on the hook under the back pew opposite the sound box).

Welcome at the North and South Doors as arranged by the Senior Sidesperson (Named first on the List).

Wear a name badge

Turn the sound system on at the plug on the wall (left hand plug) if it is not already on, and open the lower front panel to allow heat to escape. There are no user-adjustable controls on the mixer as this is automatic (any control being via a tablet or phone). The pulpit and lectern microphones are **ON** as soon as you turn on the sound system (there are no lights on the microphones).

Service sheets/booklets and pew sheets should be placed on the shelf by the North and South doors. Put into the North and South porches the “**Please come in**” signs. Hook a “**This service is being streamed**” notice to them. An additional streaming notice should also be displayed inside the church on a table near the entrance.

(Stewart Taylor or Thomas Blower will set up the streaming system).

Take the **contactless SumUp machine** from the drawer in the Welcome Area and a collection plate and place on the table in the cross aisle. Turn on the SumUp machine.

The offertory plate (large brass one) is kept on the floor in the choir vestry. Place this on the table in the centre aisle with a spare green Baize to avoid the noise of cash being tipped off the wooden plates.

Wooden offertory plates are in the drawer under the library (usually two will be used at present).

When there is to be a retiring collection for another charity please make sure a plate for the church is also available, with clear labels.

Make sure the blue folder with the correct readings is placed on the lectern.

Ensure that the person leading intercessions has the microphone from the safe.

Ensure that those on the rota are all present, and aware of their role: readers, servers etc.

Happy Bags to keep children occupied are stored under the pigeon holes, hand out as needed, and let families know there are toys and a carpeted area at the back of the church, as well as a toilet!

SMILE as you welcome everyone through the doors, whilst handing out the relevant info.

Don't stand with your back to the door! Try and keep the door open, if cold keep spying through the door and open as needed. In particular welcome and try to guide any newcomers to seats from where they can see the service.

Look out for those who may require assistance – do they wish to have the Eucharist brought to them? If so advise the celebrant. Don't be shy, ask if they need anything else.

The pew front has been removed from the front left of the church, to make space for people with wheelchairs or pushchairs if they wish. Wheelchairs or pushchairs should not occupy any of the front aisles. Empty wheelchairs should be kept as close to users as is practical, in case of evacuation.

Numbers for Communion

Please count the congregation both children (under 16) and adults at the start of the service. There is a tally counted in the drawer. Do not include those in the choir stalls/chancel.

Write this number on a piece of paper, and give to the Server at the start of the service.

The number in the congregation is required for every service, and should be entered in the Church Register. The Rector or President will enter the number of communicants at a Communion Service.

FOURTH SUNDAY OF THE MONTH - but check

Ensure that the right front two pews are reserved for the Sunday School. Pre-position some service sheets in the pews. A Sidesperson needs to go and collect them as the intercessions start, holding them in the South Porch until intercessions are complete, then guiding them to the reserved pews during the Peace.

DURING THE SERVICE

Sit in an appropriate place and be aware of latecomers. Be aware of anyone leaving early too – Consider briefly following them to check they are not unwell.

Take the collection. Place on the brass plate and take the plate up to the altar and hand it over, then wait to be dismissed by the server (exchange bows).

DURING THE EUCHARIST

Ensure that one Sidesperson is standing by the side altar making sure that no more than 20 go up there.

As the choir are receiving communion, a Sidesperson should proceed to the front of the Aisle, and “nod” communicants up to the communion rail. Not too many at a time, try to maintain a constant flow without queuing, remembering that it takes much longer for some people to get there from the back of the church!

Watch out for the servers trying to get your attention with regards to the elements being needed from the side altar. This Sidesperson should be the last person to receive communion, and when leaving the rail should move the central kneeler so the rail can be opened.

INCIDENTS

There is an “Incident Book” in the welcome area, in which any incidents that may require follow-up action should be recorded. Include as much information as possible, including: date, names of those involved and the timing sequence. There is also a First Aid kit in the welcome area, and if required a defibrillator outside the Coop. (Worth checking how you get hold of it from the instructions printed on it when next shopping there?) The church postcode is on a red notice on the board by the north door.

Familiarise yourself with the position of fire extinguishers, and be aware that the War Memorial area is the Assembly Point in the case of need to evacuate the building.

AFTER THE SERVICE

Be available at an exit as people leave. Direct newcomers to the Hall for coffee if necessary.

Count the collection. This **MUST BE DONE BY TWO PEOPLE WHO ARE NOT RELATED**. Forms are in the drawer, circle the correct service, and add date, time and type of service.

Count the **completed** blue envelopes and the add number to the form. **Empty any envelopes that have no name/address details on the front** and add their contents to the loose notes & coins. Count the loose notes and coins, filling in the form as appropriate. Both counters should SIGN THE FORM and print their names.

The form and money should be put in a cloth money bag, and handed to Marjorie Kipling (cashier) if present **or** locked in the Vestry safe.

Enter the number of attendees into the service register, the cash collected, the number of blue envelopes and PGS tokens. ***The Rector or presiding Minister will enter the number of communicants.***

Take the large brass plate back to the choir vestry and the wooden plates back to the drawer.

Ensure that any stray pew sheets, service sheets etc are cleared away from the pews. Discard any old or tatty pew sheets.

LOCK the South and West Doors – make sure the key is put back under the back pew.

Turn off the sound system at the plug on the wall, and close the lower front panel.

Turn out lights, except for the North door visitors light (middle switch of three white ones inside the bolted door), and leave the church as you would wish to find it!

IF IN DOUBT AT ANYTIME PLEASE ASK THE SENIOR SIDESPERSON, ONE OF THE CHURCHWARDENS OR DEPUTY CHURCHWARDEN. DON'T WORRY ABOUT DOING ANYTHING "WRONG" – WE ARE ALL HUMAN!

**Thank you for your help
to ensure our
services of worship
run smoothly.**

REVISION HISTORY

REVISION	DATE	DETAILS	BY
3	10/03/23	Booklet format draft	MK
3.1	26/03/23	Booklet + checklist	JS
3.2	2/04/23	Booklet	MK

COMMENTS: