

Grimsargh St Michael – Sidespersons Duties

Sidespersons are elected each year at the AGM for a period of one year.

After election a sidesperson makes his/her promise to help the Wardens perform their duties. This is done either at the Archdeacon's Visitation (held in May) or at a morning service held in church.

Sidespersons duties at all services.

Arrive at church no later than 20 minutes before the start of the service (earlier if possible).

Greet all members of the congregation with a warm welcome and a friendly smile.

Ensure silver offertory plate, cross and candle sticks are in place on the altar (communion services the cross is placed on the window behind the altar). Candles to be lit 5 min before start of service.

Ensure offertory plate(s) have been brought from right hand chancel window to greeting area.

Ring bell from 15min to 5min before start of service then continue to greet congregation and offer prayer book/service sheet (hymn book) and weekly notice sheet.

After the service replace the silver cross and candle sticks with the wooden ones.

Tidy the offertory plates on chancel window.

Ensure that pews are left tidy and boxes on pews contain 2/3 yellow envelopes for next service

8:30 service (Warden plus one sidesperson)

Ensure Prayer Books (BCP) are available as the congregation arrive.

Take collection during service if requested to by the warden (or in absence of warden).

After the service replace prayer books taken from the congregation then retire to the Vestry to count the coin collection (envelopes are counted after the 10:00 service).

10:00 service (Warden plus two sidespersons)

Check which prayer book/service sheet and hymn books are required and that they are available as the congregation arrive.

Ensure correct hymn numbers are displayed on both boards.

Take collection during service as requested by the warden.

After the service replace prayer and hymn books taken from the congregation then retire to the Vestry help the warden count the collection including coin, pink (home), blue (overseas) and yellow (gift aid) envelopes. Place monies from each group (coin, pink, blue & yellow) into individual money bags with a note of which group it is from. Place all monies into a large re-sealable bag and write date and total collection outside. Place completed collection sheet into the bag.

General Notes

If you are unavailable for an assigned duty please arrange an exchange of duties with another sidesperson.

Sidesperson's rotas are compile 3 times a year and are issued via email and hard copy available from church. The monthly rota is published in the church magazine. The rota can also be viewed on the church website at [www.grimsarghstmichael.btck.co.uk/sidespersons rota](http://www.grimsarghstmichael.btck.co.uk/sidespersons%20rota).