

Grimsargh St Michael – Welcomer's Duties

Welcomers are appointed each year at the first PCC after the APCM for a period of one year.

After election a Welcomer makes his/her promise to help the Wardens perform their duties. This is done at a morning service held in church.

Although the legal title is Sidemen all will now be known locally as 'Welcomers' and be part of the welcome to St Michael's.

Welcomer's duties at all services.

Before the service

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

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

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.

Greet all members of the congregation with a warm welcome and a friendly smile. If people seem unsure what to do show them to a seat and if possible, introduce them to someone sitting nearby.

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

Take collection during service as requested by the warden.

Note: communion services will have two welcomers, one of who is required to stand by the chancel step to help anyone requiring assistance.

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

After the service

Invite visitors to stay for refreshments and to a magazine.

Replace prayer and hymn books taken from the congregation.

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

Retire to the Vestry help the warden count the collection including coin, pink (home), and yellow (gift aid) envelopes. Place monies from each group (coin, pink & 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 Welcomer.

Welcomer's rotas are compiled 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:

<https://e-voice.org.uk/grimsarghstmichael/diary-rota/>