

ST. ANDREW'S CHURCH – STRAND

GUIDE TO SIDESPERSONS' DUTIES

Sides persons are very important as they are usually the first persons that visitors meet when they come into the church. It is very important, therefore, for sides persons to have a smile and a word of welcome to all those arriving at church. Whenever possible greet the regular members by name and make a special point of welcoming visitors. Get visitors to sign the Visitors Book and those wanting to join the Church, to fill in a 'New data' form as soon as possible, ensuring that these forms are given to the Church Wardens or Clergy.

Also arrange for two persons to bring up the elements for Communion

The following is a guide to the duties of a sides person:

1. Please be at church at least 30 minutes before the start of the service.
2. Put up the hymn and psalm numbers on the board. These can be found on the top shelf just below the light switch in the vestry.
3. Also switch on the amplifier / Sound System at the back of it and light switch for the lectern. Please do not tamper with Sound system by removing cords etc...
4. Welcome everyone and give them a pew leaflet, normally one per family.
5. Show visitors to a seat by accompanying them.
6. One sides person should count the people as they arrive- include all children and don't forget to add the altar party including the priest. The total number should be put onto the board before the Offertory hymn.
7. When the church is full, find seats for people and accompany them to their seats.
8. If latecomers arrive during the readings, prayers or sermon, ask them to wait at the back until the next hymn or natural break in the service. Be polite and caring and offer them your seat if they are old, infirm or have a young child with them.
9. Ring the bell 15 minutes before the start of the service. As the altar party comes into the church, ring the bell again.
10. Try to seat parents with young children in the designated seats. If these are full try to seat them near a door- remember there are doors at the front of the church too.
10. Take the offertory and wait at the back of the church until a server is ready to receive it from you. Wait until it has been blessed by the Priest.
11. During the service keep a watch for those who may need assistance e.g needing a prayer or hymn book, feeling unwell etc.
12. After the service, tidy the books in the pews, pick up kneelers that have not been stowed away, close the windows, switch off the fans/heaters, take the numbers out of the hymn, psalm and attendance boards and switch off the lights.
13. If you are unable to do your duty, please inform the churchwarden on duty at least 24 hours before the service. In the case of sudden illness at least one hour before the service.

Thank you for offering your services as a sides person. Please contact the churchwardens if you have any suggestions or problems.