

Sidespersons' Duties – Morning Services

- Arrive at church*** When possible, arrive at church at least **30 minutes** before the Service starts.
- Hymn numbers*** The hymns for the Service are shown on the list at the back of church. If the hymn numbers are not already up, put them on the board to the left of the chancel screen (numbers are in a wooden box next to the 'pigeon holes'). On the right hand board put up the numbers of any Communion hymns (check with a member of the choir). If the hymn numbers are already up, check that they are correct.
- Offertory plates*** Place three offertory plates on the chest at the back of church. If you can find the choir offertory bag, put it on a choir stall.
- Service items*** Put together the Service items to be handed out: Hymn Book, Service Booklet and weekly pew slips together with any additional sheets. A number of large print copies of the Service Booklet and Hymn Books are available if requested.
- Welcoming*** Welcome the congregation as they arrive and hand out the Service items to them.
- Latecomers*** After the Service begins, stay at the back of church during the first hymn to welcome latecomers and hand Service items to them.
- Collection*** **Non-Communion service:** start the collection when the offertory hymn begins. **Communion service:** if the elements are at the back of church, wait for the people carrying them to reach the chancel: otherwise start the collection as soon as the offertory hymn begins.
- During the collection, take the offertory plates to the front of the nave, work towards the back of church; nave first followed by side aisles.
- When the collection is complete, process to the altar rail (collecting the choir offertory on the way) and place the plates on the Server's plate. After the offertory prayer, bow and return to your seat.
- After the service*** After the service, collect and put away the Hymn Books and the Service Booklets. Keep the pew slips separate (for the Evening Service).
- Count collection*** Both sidespersons go to the Vestry to count the offertory. Open any **yellow or blue** envelopes that do not have a name and address and add the money to the collection; leave **all other** envelopes sealed. Count the collection. In the Service Book, record the amount collected and enter the number of attendees (supplied by a Churchwarden); the Priest will enter the number of communicants. Place all money and envelopes in the safe in an empty bag, and ensure that the date and time of the service is filled in. (The Churchwardens have the safe key).
- Tidy up*** Place one wooden offertory plate on the chest at the back of church for the Evening Service (the other offertory plates live on the microwave). If not already done, put the numbers of the hymns (and Communion hymns) for the Evening Service on the appropriate boards. If the hymn numbers are already up, check they are correct. Tidy the Hymn Book area.

If you are unable to carry out your duty, please arrange for another sidesperson to do the duty and notify Tom Henderson of the change. If you can't find a replacement, contact Tom on (0115) 846 5219.

If there are any queries regarding duties, please speak to one of the Churchwardens.

Sidespersons' Duties – Evening Services

<i>Arrive at church</i>	When possible, arrive at church 15 minutes before the Service is due to start.
<i>Altar candles</i>	If requested, light the altar candles about 10 minutes before the service.
<i>Hymn numbers</i>	The hymns for the Service are shown on the list at the back of church. They should already be on the boards; check they are correct.
<i>Offertory plates</i>	Check there is an offertory plate on the chest at the back of church. If you can find the choir offertory bag, put it on a choir stall.
<i>Service items</i>	Put together the Service items to be handed out: Hymn Book, green Book of Common Prayer and weekly pew slips together with any additional sheets such as psalms. A number of large print copies of the Evensong and Holy Communion services and the Hymn Books are available if requested.
<i>Welcoming</i>	Welcome the congregation as they arrive and hand out the Service items to them.
<i>Latecomers</i>	After the Service begins, stay at the back of church during the first hymn to welcome latecomers and hand Service items to them.
<i>The count</i>	Count the number of attendees (congregation and choir, don't include the Priest).
<i>Collection</i>	Collect the offertory during the offertory hymn. When the offertory has been collected, wait at the back of the church until the Priest is ready (for a Communion service, wait until the elements have been set out), then proceed to the altar rail.
<i>Communion</i>	Usher the congregation to the altar rail.
<i>After the service</i>	After the service, collect and put away each Hymn Book and Book of Common Prayer. Keep the pew slips separate (for the Wednesday Service). Blow out the candles on the altar.
<i>Count collection</i>	Go to the Vestry to count the offertory. Open any yellow or blue envelopes that <u>do not</u> have a name and address and add the money to the collection; leave all other envelopes sealed. Count the collection. In the Service Book, record the amount collected and enter the number of attendees; the Priest will enter the number of communicants. Place all money and envelopes in the safe in an empty bag, and ensure that the date and time of the service is filled in. (The Churchwardens have the safe key).
<i>Tidy up</i>	Take the hymn numbers down and replace them in the box. Tidy the Hymn Book area. Put the offertory plate with the others on the microwave in the kitchen.

If you are unable to carry out your duty, please arrange for another sidesperson to do the duty and notify Tom Henderson of the change. If you can't find a replacement, contact Tom on (0115) 846 5219.

If there are any queries regarding duties, please speak to one of the Churchwardens.