

Sidespersons' Duties for 10am services

Before the service

- ☐ Please aim to arrive by 9.30am
- ☐ Turn on lights, number 2 on the key pad is preset for 10am services.
- ☐ Check with the Priest if there are any special instructions
- ☐ Check the right service sheets, any psalms and notice sheets are ready.
- ☐ Find and mark readings in lectern Bible.
- ☐ After vestry is unlocked:
 - remove iron cross and candlesticks from altar (except in Advent and Lent), place behind the altar and replace with brass ones from vestry. For Communion services place brass cross on rear shelf, slightly to one side; for MW and AA services it can remain on the altar.
 - collect the wooden collection plate from cupboard in vestry and place on the small table at the rear of the church with the small card reader
 - collect counters from same cupboard and keep to hand at the door
 - ministers appreciate a glass of water by stall/s - thank you!
 - if altar candles are not lit by 9.55, please light them.

During the service

- ☐ Be aware of anything you can help with - welcoming late-comers, anyone having difficulty with finding place in service book, giving toy bag to a toddler, etc
- ☐ Take collection in Offertory hymn, bring to altar during last verse (so we can do an audible offertory prayer).

After the service

- ☐ Check candles are out; take matches / lighter to vestry (never leave in church).
- ☐ Gathered any notice sheets, service sheets, psalms etc. Leave noticesheets on the back shelf. Return all service sheets, glorias etc to the North transept and leave in sorted piles.
- ☐ Record numbers present in register with fountain pen, include those online via zoom
- ☐ Money matters: **All counting and signing MUST be done by two people.**
 - Take offertory and any money left in Mission bowl to vestry.
 - Gift Aid: the following is a huge help to the person responsible for this
 - Write amount from each gift envelope (either colour) on outside of envelope.
 - If a cheque please specify. (Write £20 cheque)
 - If a £50 note – unlikely but possible! - please specify that too. (£50 note)
 - Add today's date (regardless of any other date on it)
 - Put empty gift envelopes in 10am tin (in oblong tin in North Transept cupboard nearest the office, behind the choir pews).
 - Count offertory total and enter on sheet (from right hand drawer).
 - Please make sure, when applicable, you fill in the right hand column, specifying any cheque or £50 note. If gift aided please record as such (GA alongside is adequate).
 - Count Mission money separately and enter on (same) sheet.
 - When complete and checked, sign the sheet.
 - Put all money and unfolded signed Vestry sheet in Zip bag and put in safe. Vestry sheets and Zip bags are in a box on top of the safe.
 - Record total amount in register with fountain pen.
- ☐ Tidy the church and turn lights off using the red button, bottom left of the panel.
- ☐ Check there is someone to lock up before you cross the road for a well-earned coffee!

Sidespersons' Additional Duties for 10am Communion services

Communion items are either in the safe or
on one designated shelf in the left hand vestry cupboard. All linen is in the box on this shelf.

Before the service

- ☐ Put the silver salver on the window sill and on it should be
 - 1 square linen cloth
 - 3 purificators
 - water cruet half full of water (from bottle in vestry)
 - 2 chalices
 - full pyx (7 wafers in each compartment plus 4 gluten-free wafers - square ones)
 - paten with (very!) large wafer on (from round tin)
 - *sometimes required by visitors: glass dish (empty) with glass jug with water in*
- ☐ The small book stand should also go on the window sill.
- ☐ Put on table at back of church
 - large glass flask (from vestry cupboard) half to three quarters full of wine
 - ciborium with 20 wafers in it
- ☐ Ask 2 people (after they arrive and settle) to bring this bread and wine to altar rail at the very beginning of the Offertory hymn. Please vary the pairs: eg husband/wife; 2 friends; single person/young person, etc.
- ☐ Counting the congregation for Communion:
You will have done a head count at the beginning, but don't forget that some are present although they don't take communion; they should be taken off this list but added to the service register in the appropriate column.
Give the number present (or your best guess!) to the pair bringing up the bread and wine, so they can tell the President. This gives optimum time to prepare the table.

After the service

- ☐ Collect communion vessels and linen.
- ☐ Soiled linen goes in small green bag under the altar.
- ☐ Anything re-usable goes back where it came from.
- ☐ Wash chalices with a small quantity of anti-bacterial soap (important to preserve the plating) and dry thoroughly.
- ☐ Empty and rinse water cruet. PLEASE leave a straw in it (we do a nice line in mould otherwise!)
- ☐ Put silver communion vessels in safe, put on green covers (it's a tight fit).
- ☐ Replace large flask in cupboard (wine may be left in it). **Thank you!**