

Role description for Sides Person/Welcomer All Saints Grayswood

Role: To assist the Church Wardens in preparing the church for worship, welcoming the congregation, and clearing up after the Service

Role Requirements:

This role must fulfil the Safer recruitment guidelines:

- *On application an appropriate interview or structured discussion will be held.*
- *Two suitable references will be obtained.*

To be: To be a person of integrity who welcomes and serves in a gracious, Christ-like manner; and who supports the Worship at All Saints Church through their work

To do:

- Attend Services at All Saints Church and to have a good understanding of Services of Worship
- Take note of the Service Rota, and swap with a different Sides Person if you are unavailable. In an emergency call one of the Church Wardens
- Give a warm welcome to everyone and constantly be aware of the needs of all who arrive, especially strangers. If things are quiet, introduce them to a friendly face in one of the pews. Count people discreetly, one counter for adults (16+) one for children. Don't forget ministers (and visiting preachers etc), organist and choir.
- Stay on duty during the singing of the first song to deal with latecomers and then remain seated by the door. Be ready to open the door if someone is struggling.
- Be aware of anyone who may need assistance accessing the chancel for communion or may need assistance in an emergency situation
- Put in place at the nave step, upon request and before the service starts, the ramp. This is stored in front of the right hand pew.
- Set up and prepare for the service, *see separate notes*.
- Assist the Church Wardens in tidying the church after the service.
- Undertake online basic awareness Safeguarding training and fire risk and health and safety training delivered by the Church Warden
- To read and adhere to all aspects of the Safeguarding Policy and all other Policies of All Saints Church, particularly the risk assessment, fire risk assessment, health and safety, accidents and first aid, accessibility audit.

Reports to: The Church Wardens

Agreement: I agree to being a Serving Team Member at All Saints Church, under the governance structures of the incumbent and the PCC. I have an awareness of the policies of All Saints Church.

Name (print and sign): _____

Incumbent: _____

Date: _____