

## Role description for a Sides Person

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

### Role Requirements:

**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 through their work

### To do:

- To attend Services at All Saints regularly, and to have a good understanding of Services of Worship
- Should you not be able to carry out your duties on the designated Sunday, please swap with a fellow Sides Person. In an emergency call one of the Church Wardens
- Be present at least 20 minutes before the start of the service. Remember to wear your badge.
- Know how to deal with emergencies – know where the First Aid box is and who is a First Aider. Know where the fire exits are and how to evacuate the church if needed.
- Make sure lobby doors and both doors into the church are unbolted and kept unbolted throughout the service. These are all required if an emergency evacuation of the building is required.
- Get out service sheets and insert weekly notices and song sheets, including 'large print' copies.
- Ring the bell 5 minutes before the service (36 times at 10am services)
- Give a warm welcome to everyone and constantly be aware of the needs of all who arrive, especially strangers and elderly congregation. This is a wonderful opportunity to make newcomers feel they 'belong'.
- Count everyone in Church, splitting between children and adults. Make sure these numbers are put in the register in the Vestry after the service.
- 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.
- 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.
- During the first verse of the hymn before communion, take the clickers and put on the altar.
- Give 10mins heads-up to the Children's church to return for communion.
- After the service open and tie back the inner doors for the congregation to leave.
- Collect service sheets/books from the congregation as they leave. Sort them out so that weekly sheets are available at the back of church, Service sheets and song sheets then need to be recycled – bin in the office.
- Tidy chairs and collect any rubbish.
- Count up the collection in the Vestry (you will be taught how to do this). Place it in left hand drawer in the safe. If the safe is locked ask the Sacristan or Warden to open it. (Money bags, slips and brown envelopes are kept on the shelf in the right-hand cupboard with sliding door)
- To attend an annual meeting with the Worship Warden for support and supervision
- To read and adhere to all aspects of the All Saints Safeguarding Policy ( [www.cofeguildford.org.uk/safeguardingpolicy](http://www.cofeguildford.org.uk/safeguardingpolicy) ), including recruitment and training requirements; and all other Policies of All Saints Church.

**Reports to:** The Worship Warden

**Agreement:** I agree to being a Sides Person at All Saints Church, under the governance structures of the incumbent and the PCC.

Name (print and sign): \_\_\_\_\_

Incumbent: \_\_\_\_\_

Date: \_\_\_\_\_

Form approved November 2017; updated June 2022