

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. Also, the outer door to the Reading Room. 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.
- Help put out hymn books on to every chair at communion services
- 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'. If possible, try to introduce them to a regular member of the congregation
- Count everyone in Church, with separate counts for adults and under 16 year olds. Make sure these numbers are put in the register in the Vestry after the service.
- Ensure that the volume of the leader's microphone is adequate and adjust if necessary.
- Stay on duty during the singing of the first song to deal with latecomers and then remain seated near the door. Be ready to open the door if someone is struggling.
- For communion services, during the first verse of the hymn before communion, take the clickers and put on the altar, and if there is a collection, collect the offertory bags.
- Pass the offertory bags along the rows. When complete, take them (or the offertory bowl at the back of church if there is no collection) to the sanctuary and give to the crucifer or server. Please wait until they have finished helping to prepare the table. Then lift the extra communion rail on top of the fixed rail and place kneelers in the middle section of the step.
- During the administration of communion, guide members of the congregation to go up to the rail in an orderly line. Be the last people to take communion, and then lift off the extra rail and return it to the side. Also move the 3 extra kneelers to the side.
- At the end of 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 and place neatly on the table
- Collect hymn books and return to the bookcase
- Tidy chairs and collect any rubbish.
- Count 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. (Recording sheet, money bags and brown envelopes are kept on the shelf in the right-hand cupboard with sliding door)
- To attend an annual meeting with a Churchwarden for support and supervision

- To read, adhere to and promote the church of England's Safeguarding Policy

<https://www.churchofengland.org/sites/default/files/2019-05/PromotingSaferChurchWeb.pdf>

including recruitment and training requirements; and all other Policies of All Saints Church

- To refer to and adhere to the Church of England's Parish Safeguarding e-manual:

<https://www.churchofengland.org/safeguarding/safeguarding-e-manual>

Reports to: The Churchwarden

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 February 2024; updated May 2025; updated August 2026