

PARISH OF ST PETER, SOUTH WEALD

Sidesmen/women's Duties - 9.45 am Family Communion Service

PLEASE BE ON DUTY BY 9.15 AM.

Four people are on duty each Sunday, two are responsible for the Offertory and two on General Duties.

The duties allocated for a particular week will be indicated by reference to the letter A or B against the named pairs at the head of each date column.

OFFERTORY DUTIES

1. **Before the service:** one person should stand close to the column at the centre of the crossing, to welcome members of the congregation and find seats for visitors when necessary. This person should not expect to be static, but to accompany visitors and others as needed.
2. The other person should stand by the main door, to open it as required and welcome members of the congregation. Wherever possible, the inner doors should both be left open, in which case this person is also free to accompany visitors and others to their seats.
3. Hymn numbers should be placed on the three display boards.
4. **Bag collection:** all four sidespersons are needed for the collection. Collect your bags before the start of the service. For certain services, six bags will be required; I will arrange for two others to start at the back of the north aisle, if necessary they will then help with the south aisle.
5. At the Offertory hymn and once the Oblations bearers have reached the choir stalls, two sidespersons start passing the bag at the front of the north aisle and the other two at the south aisles, all meeting at the font. All four process to the altar where the bags are placed on a plate held by a server, wait, return server's bow then process back to your pew, via the nave.
6. **Stewarding the altar.** One person should steward the altar (other than at a Keys Communion), ensuring that the full length of the communion rail is used (especially the two ends). Also, no one should kneel in a place vacated by someone leaving the altar early, before the wine has passed by. When the Memorial Chapel is in use for the distribution of communion, it would be helpful for a sidesperson to remain immediately outside the entrance, in order to communicate with the high altar should the bread or wine run out, or to direct people to the high altar should the latter have communicated all those on the north of the church.
7. **Counting the collection:** take the collection plate and bags from beside the altar to the Vicar's Vestry to count the collection.
 - a) Open all the envelopes and write the amounts on the envelope front (please ensure that all money is taken from the collection bags and, in particular, the envelopes: bank notes are easily overlooked). The opened envelopes should be put in the plastic bag for the current week and left

in the box on the table. NB: The amount needs to be written on all Appeal Envelopes, including those not gift aided.

b) All the money should be counted, placed in the appropriate coin bags, with the amounts entered on the 'cash details slip', which is signed by both sidespersons. These should be put into the bank bag, which then goes into the safe.

d) The collection total is entered into the Register of Services book. The communicant total is entered by the Servers.

GENERAL DUTIES

1. As the congregation enters, issue the hymn books, service books and pew leaflets, plus any special service sheets as required.

Note: there are a few special books for children, please offer them. There are also large print hymn books, service sheets and pew leaflets for the partially sighted.

2. One person to remain at the door until the Readings to assist with any latecomers finding seats if necessary.

3. Assist with the collection, as all four sidespersons will be needed. Collect your bags before the start of the service.

4. After the service, collect hymn books, service sheets etc and say goodbye to people leaving church. Hymn numbers should be changed on the pulpit display board for those for Evensong; the display board in the south aisle should be left empty.

FURTHER NOTES

1. Christmas and additional service rotas will be issued separately.

2. If you are unable to act as Sidesperson on your assigned date or if your duty clashes with another duty in church (eg coffee), please arrange a substitute, amend the list on the church noticeboard and let me know (229313).

Thank you for your help

Michael Bitschiné