

Role description for Sides Person/Welcomer

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
- To take note of the Service Rota, and swap with a different Sides-Person if you are unavailable. To make a note of any changes on the Rota in the foyer. In an emergency call one of the Church Wardens
- Be present at least 20 minutes before the start of the service.
- Get out service sheets and insert weekly notices and songsheets, including 'large print' copies.
- Before the service, find another family to help you with the collection during the offertory song. Please try to involve as many people as possible, especially relatively new people – it's easier to choose 'regulars' but 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.
- Ring the bell 5 minutes before the service (18 times for 8am, 36 time for 10am services)
- 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.
- 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 church pews and collect any rubbish.
- For 8am services: During the Peace (at BCP services before the service starts) ask a helper to go with you when you take up the collection so that they can help you put the bar across the altar rail. Make sure altar candles are lit before the service starts.
- Count up the collection in the Vestry (you will be taught how to do this) and then give it to a Warden.
- To attend an annual meeting of the Serving Team, for support and supervision by the Worship Warden
- To read and adhere to all aspects of the All Saints Safeguarding Policy (www.cofeguildford.org.uk/safeguardingpolicy), including recruitment and training requirements; and all other Policies of All Saints Church.

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.

Name (print and sign): _____

Incumbent: _____

Date: _____