**The ‘Good Sidesperson’s Guide’**

**Introduction**

First, a really big thank you for offering to help serve the church in this way. Having helpful people around each Sunday makes a big difference to the smooth running of the Sunday Services. The job involves several responsibilities (see below) but let me highlight just one important aspect:

*First Impressions*

Sometimes your face will be the first face a newcomer sees. In many ways how you come across will shape what they think of us. First impressions do matter! So 6 top tips:

1. As you hand out books, try to be as warm and friendly as possible. Make eye contact, and smile!
2. Welcome newcomers politely, eg *“You’ll need these for the service”* or *“Please sit anywhere you like”.*
3. Be available to show people to a seat, making sure someone else remains to hand out books.
4. Be ready to hold the door open – especially for the elderly, disabled, or those with pushchairs.
5. Invite people to coffee after the service (at 10.15am).

**Responsibilities**

*When you arrive*

Please aim to arrive 20 minutes before the service to set up books *before* people arrive.

Find out what books/service sheets needs to be handed out (see regular below) + pew sheet/magazine/etc.

*The main doors – during the service*

Doors closed = Church closed! So if it’s warm leave both sets of doors open. If it’s cold, keep outer doors open but shut glass doors. Please be alert and ready to welcome late-comers and show them to a seat.

*At the Offertory*

Use the wooden collection plates, starting from the front of church.

Some people wish to just pass the plate along – that’s fine.

Wait till the Minister/Reader comes to the Table before presenting the offering.

Those taking the Bread and Wine walk behind the collectors and stand in the centre.

*During Communion*

At Communion, starting from the North Aisle please direct people to the rail (via Rector’s stall).

Stand in the aisle just in front of the pew until it’s time to let the people in the pew go up.

Please be alert to help visitors to our own local customs and explain to them if necessary.

NB: to avoid delays at the distribution please allow a short queue to develop by the choir stalls.

*After all services*

Collect the service books and return them to the shelves.

Take the offertory plate to the vestry, count and record on the sheet. Loose cash and notes go in a small tin and envelopes unopened in large tin in safe (on right). Return offertory plates to tower.

*After Communion Services*

Return flagons and wafer box to the cupboard.

Wash and dry the chalice and ciborium and put in safe (on left).

Fold the burse and veil and put them in the top drawer of cupboard.

Put dirty linen purificators in bag hung up on inside of cupboard.

*After Evening Service*

Brass crosses and candlesticks to be returned to vestry and replaced by wooden ones.

Brass offertory plate and book rest to be returned to vestry.

Finally, if you cannot fulfil a duty, then please try to arrange a swap with another sidesperson. If you are struggling then inform the Warden.

**Regular Services Patterns**

9am Every Sunday: Holy Communion Order One (Traditional p29)

10.15am 1st Sunday: Family Service (p56) + hymn book

2nd & 4th Sunday: Holy Communion (Contemporary p13) + hymn book

3rd Sunday: Morning Worship (p51) + hymn book + red psalter

5th Sunday: Morning Prayer (p42) + hymn book + red psalter

6.30pm 1st and 3rd Sundays: Holy Communion