

St Chad's Church, Pattingham with Patshull

SIDESPERSIONS' DUTIES

Sidespersons

Canon (Church) Law E 2 Of sidesmen or assistants to the churchwardens:

1. The sidesmen of the parish shall be appointed by the parochial church council.
2. No person whose name is not on the church electoral roll is eligible as a sidesman, but all persons whose names are on the roll are so eligible.
3. It shall be the duty of the sidesmen to promote the cause of true religion in the parish and to assist the churchwardens in the discharge of their duties in maintaining order and decency in the church and churchyard, especially during the time of divine service.

<https://www.churchofengland.org/about/leadership-and-governance/legal-services/canons-church-england/section-e>

The role of sidespersons

The sidespersons are responsible, under the direction of the Churchwardens, for making sure that all the practical jobs in preparation for worship are done and that everything goes smoothly during the service. They are often the first people the congregation meets as they come in, so a key part of the role is to welcome people to the service. Sidespersons are the smiling, helpful and welcoming face of the church. They are among the first to arrive for a service so that they can prepare the church, to greet people and make sure that everything is correctly put away and the building is left tidy and safe for the next time people to come in.

SPECIFIC TO ST CHAD'S

ST CHAD'S SOUND SYSTEM

Information for **Sidespersons** (please note that setting up is currently managed by a separate small team. This is for information only; however there may be the rare occasion when a sidesperson has to do this).

BEFORE THE SERVICE.

Usually it is just the lectern microphone to set up. The microphones and cables are kept in the vergers' cupboard as before (the short cable is adequate for normal use). The microphone stand/s are kept in the choir vestry. Plug the cable into the wall socket and into the microphone; place the microphone in the stand and turn on the switch on the microphone. The stand should be placed to the archway side of the lectern – there is no need to have the microphone right in the face of the reader – the microphones are very good at picking up the reader's voice. Finally switch on the system, the power plug is on the left hand side just below the controls for the AV system in the rearmost right hand pew. Additional microphone sockets are located in the pulpit and the priest's stall. The officiant (and occasionally others) will need the radio microphone.

AFTER THE SERVICE

Turn the microphone switch off, then the system power, then unplug the microphones (using release buttons) and put them and the stand(s) away.

SIDESPERSION TASKS

(normally there are two on duty however at certain services it will be desirable to request additional help)

Before the service

- It helps to arrive 30 minutes before the start of the service.
- Put out small tables from the choir vestry, put out service books, hymn books & (for Evensong psalm sheet), as required.
- Ensure an adequate supply of green gift envelopes and pens throughout the Church
- Collect wooden-handled alms bags from the priest's vestry and place a small/soft alms bag each side of the choir stalls
- Meet and greet the congregation, ensure a warm welcome and hand out whatever hymn books, service books needed for the service.
- Check that the lesson reader/intercessor/chalice assistants/servers are present within the congregation – if not advise Wardens. It might be worth double checking that they have remembered as well! The rota sheet is on the notice board to the side of the south door.
- Count the congregation and record the numbers on the weekly sheet (example with notes appended) **PRIOR TO THE SERVICE** (in case of any need to exit in an emergency we have a means to check that everyone has left the building). Remember to include the choir. It is suggested that at the main morning service this is much easier if done as the congregation enter the Church. Please remember to note any latecomers/early leavers.
- Ask two people to take up the bread and wine (if they are to be taken to the altar at the Offertory)
- Give the total number attending to the nominated people who will be taking up the bread and wine.
- If necessary co-opt additional help to take the collection
- Check at special services whether any pews need reserving

During the service

- One sidesperson should remain near the south door, be aware of, welcome and seat latecomers
- Take the collection
- On completion of the collection place alms bags on a wooden alms plate, proceed to the altar (collecting choir alms on the way). You will be accompanied by the two people bringing the bread and the wine. Pass the collection plate to the server and tell them the number of people present. On occasion it may be necessary to inform the server of individuals who will need to have communion brought to where they are seated. After the blessing of the offertory return to your seat. (as an aside – proceed to the altar as soon as the collection is complete).
- As choir take communion, guide the congregation to go up to the altar.
- One sidesperson should receive communion last and ensure altar rail is opened and the central kneeler placed to one side before returning

After the service

- take the collection into the Priest's vestry, put the collection into the correctly marked bag then into the safe.
- Complete the congregation statistics particularly regarding communicants (the priest and/or servers can possibly give confirmation of numbers here)
- Check all duties completed, everything put away and tidy.

Be Aware of Safety Policies

As noted on the Church Website:

<https://www.pattinghamchurch.org.uk/web/information/pcc-news-and-reports/policies/>