

## Sidesman's Checklist - 9:15 am Service

### Before Service

- **Lights.** Check appropriate lights are on (switches under tower and by vestry door). *Normally all of the lights in the nave. If the chancel/high altar is being used, or if it looks particularly gloomy, also switch on the chancel spotlights (the switches are by the vestry door). There are also switches for 2 sets of the nave lights by the south door to find your way in and out at night.*
- **Candles.** Check appropriate altar candles are lit (lighter in vestry if you need it). *Normally the 2 candles on the altar in front of the screen, but may include others, especially at Easter or Christmas – check with the officiating priest.* Also ensure that one candle by the prayer table/sand bowl at the cross-aisle is lit.
- **Collection Bags.** Fetch collection bags from vestry (top left drawer opposite safe). *Normally 2 will be sufficient, but if the church is very full, consider using more.* Arrange sufficient people to take the collection.
- **Sound.** Check sound system is switched on, including induction loop (2 adjacent wall sockets behind organ; do not change settings or switches on amplifier.)
- **Hymn Numbers.** Put up Hymn numbers & Eucharistic Prayer to be used on boards (hymns from list on notice board in vestry if you are lucky; otherwise from Director of Music, organist, or a member of the ministry team). Check with clergy for correct Eucharistic Prayer. Put hymns annotated “HC” on right hand board under the Eucharistic Prayer letter.
- **Readers.** Check that readers are present (if not, find a volunteer). See separate instructions for readers (overleaf).
- **Bread & Wine.** Arrange for two people to bring forward the bread and wine at offertory.
- **Collection.** Arrange for people to take collection. *Two will normally be sufficient, but you may need more if the church is very full.*
- **Water.** Ensure fresh glasses of water are provided for preacher / officiating clergy (the tap is at the rear of the church in the play corner with the tap handle kept on the window ledge above).
- **Welcome worshippers, and especially newcomers — give welcome pack if new residents.** Check and issue correct service books, weekly notes etc.

### During the Service

- Close doors when Service starts and switch off porch heater if it has been on (its main function seems to be to try and heat the open porch and the churchyard, so it's probably not worth switching on)..
- Sit in sidesmen's seat (behind book cupboards); welcome and assist latecomers.
- Count total numbers of adults and children in congregation.
- Assist congregation (toilets are available in the Church Hall – a Hall key is kept in the first aid box in West porch).
- Ensure collection is taken.
- Ensure bread and wine is taken up immediately offertory hymn begins.

### After Service

- Collect and put away books. Encourage people to take home the notice sheet and to stay for tea/ coffee.
- **Collection.**
  - Take collection to vestry to count.
  - **DO NOT open envelopes.** Put envelope donations together in a separate cloth bag and then in safe.
  - **Count collection** (two people): **record** the service date and time, breakdown of notes and coins, total, and your name, on collection slip.
  - **Copy** the service details and total from collection slip into exercise book (kept in top left-land drawer opposite the safe).
  - Put collection slip, with the cash collection, in a bank bag and place in combination box inside **safe** (see a churchwarden or member of the ministry team for access).
  - On those occasions when we have an **organist**, he or she needs to be paid a £25 fee. If a churchwarden is present, they will normally ensure that the fee is paid. However, if neither are at a service it falls to the sidesman team. You should find a small fabric purse in the vestry safe containing one or more bank bags each containing £25. If the cash collection for a service is £25 or more, and there is not at least one spare fee in the purse, take £25 from the bag to pay the organist, and mark that you have done so on the collection slip.
- **Record** size of congregation in register (number of adults and under-16s separately, eg “45 + 9”).
- Tidy pews and kneelers.

## Instructions for Readers

- Preparation before service:
  - Make sure you are familiar with the readings.
  - Uncover lectern bible and bookmark readings.
  - Ensure microphone is switched on.
- Readings:
  - Read with your mouth as close as practicable to microphone.
  - Introduce and close readings as below (scripts are also on laminated sheets kept with the lectern bible).
  - OT, epistles, etc:
    - Introduction:
      - “A reading from <book name>”. *Chapter and verse are listed on the weekly notes and do not need to be announced.*
    - Close:
      - “This is the word of the Lord”.
      - Congregation replies: “Thanks be to God”
  - Gospel:
    - Introduction:
      - “Hear the Gospel of our Lord Jesus Christ according to <Matthew/Mark/Luke/John>”.
      - Congregation replies: “Glory to you O Lord”.
    - Close:
      - “This is the Gospel of the Lord”.
      - Congregation replies: “Praise to you O Christ”.
- After service:
  - Close lectern bible and replace fabric cover.