

Sides Persons Aide Memoire

Before the Service:-

- ❖ Arrive twenty minutes before the service is due to start (at least thirty minutes for major festivals).
- ❖ Locate and wear name badge, check collecting baskets are in place on the back pew.
- ❖ Count number of those attending/communicants and enter figures in Service record after the service.
- ❖ Be welcoming-face people when they come in, look them in the eye with a smile, hand service books, notice sheets etc.
- ❖ Resists the temptation to chat with other Sides Persons/friends.
- ❖ Be ready to give information regarding other services and church activities to any newcomers.
- ❖ Escort newcomers to a seat and introduce them to others nearby who can help them follow the service.
- ❖ One Sides Person needs to stay near the door to welcome latecomers. Point out where we are in the service and escort to a seat as above.

During the Service:-

- ❖ Be watchful-if you see anyone in difficulty, offer to help them.
- ❖ If anyone is taken ill or appears faint, seek help but don't make a fuss; a glass of water maybe fetched from the refreshment area.
- ❖ **Emergency services:** - Dial 999 or 112 on a mobile phone, the post code can be found in the church porch.

Collection taking:-

- ❖ During the peace at the Parish Communion move to your starting point. At the 11 O'Clock service the collection will be taken when announced.
- ❖ Bring the collection to the Sanctuary at the Parish Communion and Chancel step at the 11 O'clock service.
- ❖ The additional communion rail and long hassock should be put in place then return to your place in church.

During Communion:-

- ❖ One Sides Person should stand below the dais to help anyone who may need assistance with the step.
- ❖ Remove Communion rail and long hassock.

After the Service:-

- ❖ If anyone seems upset let one of the church leaders or wardens know.
- ❖ Two sides persons to count the collection. Complete the cash collected slip and bag the money in zip wallet.
- ❖ Record all money received on slip found on blue clip board - enter total cash.
- ❖ Put cash with cash collected slip and unopened pledge envelopes in the safe bottom middle drawer.
- ❖ Return choir collection pouch to back of choir stalls and baskets to back pew by the door.
- ❖ Check around pews - tidy away Bibles, hymn books, service books and any Other items.