

Church of the Good Shepherd

DUTIES OF SIDESPEOPLE

Sidespeople fulfil an important role. They are often the first person strangers will speak to and the way in which they are welcomed and made to feel comfortable may make all the difference to whether they will come again.

Please check the rota and remember when it is your turn and arrive by 9.30 am. Swap with someone else on the rota if the date is not convenient and alter the rota on the green noticeboard accordingly. Please be aware that this is your responsibility and not the church office's.

- **Reserve seats for yourselves near the door** (There are reserved cards for this).
- Wheel the book trolley from the Pastoral Room to the front door except for All Age Services and Baptisms when the overhead projection system is used. On these occasions please have some hymn books and service sheets available for those who, for different reasons, struggle with following the service on the screen.
- "Welcome" badges are in a box in the top left hand drawer in the Parish Office
- "Bleatings" and any additional sheets will be in the Parish Office.
- If there are copies of The Door to be given out, please give one to everyone who comes.
- Prepare the books and sheets for distribution
- Greet people as they arrive and hand out books. Offer young children a "Happy Bag". Additional sidespeople may be necessary when large numbers are expected.
- If possible introduce newcomers/visitors to one of the churchwardens and arrange for them to sit with a regular member of the congregation.
- Check that the intercessor and lesson readers have arrived: if not inform the Churchwardens.
- Arrange for two or three people to take the collection during the offertory.
- When the Introit procession is formed wheel the book trolley through to the bar lounge. **DO NOT** take your seats until everyone is seated and the priest and servers are in place. Keep a watch for latecomers.
- During the first verse of the Offertory hymn (**DO NOT wait for the collection to be completed**) the person carrying the ciborium, followed by those carrying the flagons of water and wine, make their way to the altar, and when the collection is completed, beside the sidesperson with the offertory plate. **Each takes their place in a line in front of the altar until all have been received (don't huddle in the aisle!) Ensure that those helping with the offertory know what is required of them.**
- After the Eucharistic prayer, while the assistants and organist are receiving communion, be in place ready to direct, first the choir, then the rest of the communicants forward.
- The sidespeople then receive their communion after everyone else.
- During the final hymn wedge open both sets of double doors leading to Parish Office and take the cloth from the table ready to receive books.
- As people leave direct newcomers to the coffee lounge.
- Encourage people to take "Bleatings" home with them.
- Put any spare copies of Bleatings in the leaflet racks by the church noticeboard.
- Put books back on the book trolley and wheel into the Pastoral Room.
- Return white cloth to the office and happy bags to the Pastoral Room.

N.B.

Items needed from Parish Office:

- offertory bags
- reserved cards
- welcome badges (in left hand drawer)

Items needed from Pastoral Room: - happy bags in first set of cupboards

THANK YOU FOR YOUR INVALUABLE HELP

Church of the Good Shepherd SIDESPERSONS' CHECKLIST

Before the service:

1. Reserve seats near the door.
2. Book trolley to front door area.
3. Collect relevant hymn books, service booklets, "Bleatings", and any other sheets required.
4. Collect "Happy Bags" from Pastoral Room.
5. Prepare books and sheets for distribution.
6. Welcome newcomers and pass to Churchwardens.
7. Make sure readers and intercessor are present or alert Churchwarden.
8. Organise people for collection and offertory.
9. As priest and servers process in, move book trolley to bar lounge and then take your seats.

During the service:

1. Keep watch for latecomers and make sure they find chairs, books etc.
2. Form Offertory procession during first verse of hymn.
3. During "Agnes Dei" take places ready to direct people for communion.
4. During final hymn clear offertory table ready to receive books.

After the service:

1. Stack books on trolleys (encourage people to take "Bleatings" with them).
2. Direct newcomers to coffee lounge.
3. Return trolley to Pastoral Room.
4. Return service and any other sheets, plus cloth and items from table, to Pastoral Office.