

## CHAIR ROTA DUTIES

### Before the Service

- Please check the rota, put the dates in your diaries so that you remember when it is your turn and arrive **by 9.30am at the very latest**. Swap with someone else on the rota if the date is not convenient and alter the rota on the green notice board accordingly. Please be aware that this is your responsibility and not the church office's.
- Check if there is a baptism or other occasion where more chairs will be required. Please put out the font and paschal candle for baptisms.
- Hang the cross on the hook between the windows. When the overhead projection system is used the cross may be placed on the wall above the organ. Banners are kept in the tall cupboard in The Parish Office and should be hung either side of the cross. Move the green cover from the altar and wheel it into central position under the cross. **NB there is a Sunday School storage trolley under the altar.**
- Place the lectern, credence table, flower arrangements, four chairs for clergy and servers and the paschal candle as necessary. Move the table trolley into the Pastoral Room.
- Uncover the organ, move it out from the wall and plug it in (the electric cable is kept in the top right hand drawer on the two drawers that are on the left hand side as you enter the Parish Office).
- Set out three rows of five chairs for the choir and then set out chairs for the rest of the congregation with 4 rows on each side of the central aisle, the central aisle to be the same width as, and in line with, the legs of the altar. Please use the chair trolley - do not drag the chairs across the floor. Because of the hearing loop system keep chairs about three feet from the walls and doors of the hall on all sides. When the overhead projection system is used, leave an empty space to the right of the projector stand in the back row. Blue chairs from the Pastoral Room are for those in need of more comfortable chairs and should be placed where the relevant people usually sit. If in doubt check with the churchwardens.
- A row of small chairs should be put at the front of the chairs that are beside the Pastoral Room and, if it is an All Age Service, a row of small chairs should be put in front of the adjacent block of chairs. Please also set out in the Pastoral Room 5 or 6 of the yellow chairs (from the bar store) for parents of young children and put appropriate notices above the door.
- Put up hymn boards showing the appropriate numbers. The hymn list is on the wall just inside the door under the light switch in the Church Office. The hymn numbers in italics **do not** go on the board and an appropriate space should be left if the words for hymns are in "Bleatings". Hymn boards are not required when the overhead projector is use.

### After the Service

- Stack the chairs in the corner of the Victory Hall. Return the table trolley to the Hall and the relevant furniture to the Pastoral Room. Cover the altar with the green cloth.
- Take down the cross and banners. Put the flower pedestal in the entrance hall.
- If in doubt as to where furniture should be placed please ask one of the Churchwardens.
- Take down the hymn boards. Take down the notices and put them and the toy box back into the cupboard. Close and lock the windows in the hall and pastoral room. Keys are kept in the key cupboard in the Parish Office.
- Deaf Church is on the 4<sup>th</sup> Sunday of each month at 3pm. Set out the Church as advised by the Churchwardens.

**Thank you for your help with this vital task.**