



Sides People's Duties Policy

All Saints' Church, Walsoken

Please refer to Document S&S_Doc_0001 for all Safeguarding and Social requirements.

Specific Policy

This S&S sub-policy lists the sides people's duties at All Saints' Church, Walsoken.

Those that agree to act as sides people during Sunday worship, do so in a spirit of service to God and the congregation.

Reference Documents

None

Procedure

Before the service

- 1) When on duty arrive at church by 10am.
- 2) Put out the service booked to be used that morning ready for collection.
- 3) Put out the bulletin sheets and any loose leaflets needed.
- 4) Ensure enough welcome cards and gift aid envelopes are available in the pews
- 5) Check to see if the church lights are on.
- 6) Check to see if the hymn boards are up.
- 7) Organise the removal of the security bar to the north door.
- 8) Organise the receipt of the offertory collection.

During the service

- 1) Be vigilant in case somebody turns up late for the service and needs assistance.

After the service

- 1) Be at the hymn book desk at the south door to receive the service books.
- 2) Organise the replacement of the security bar to the north door.

Notes:

- 1) The church wardens are responsible for switching off lights and electrical equipment.
- 2) The churchwardens are responsible for locking the church.

Forms

None

Diagrams

None

Appendices

None