

## **TASKS TO BE CARRIED OUT BY SIDES PEOPLE**

### **BEFORE THE SERVICE**

1. ARRIVE AT LEAST TWENTY MINUTES BEFORE THE SERVICE BEGINS.
2. IF THE SERVICE DOES NOT INCLUDE HOLY COMMUNION REMOVE THE WOODEN CROSS FROM THE ALTAR, PLACE THE BRASS CROSS AND CANDLESTICKS ON THE ALTAR AND PLACE THE BRASS COLLECTION PLATE ON THE STONE SHELF ADJACENT TO THE ALTAR; LIGHT THE CANDLES.  
  
(IF IT IS A COMMUNION SERVICE THE ALTAR WILL BE PREPARED BY THE SERVERS/CHALICERS.)
3. COLLECT THE ORDERS OF SERVICE, PEW SHEETS AND COLLECTION BAGS FROM THE VESTRY.
4. DISPLAY THE HYMN NUMBERS IF REQUIRED AND PREPARE THE HYMN BOOKS.
5. SWITCH ON THE SOUND SYSTEM AND PUT OUT THE LECTERN MICROPHONE; SWITCH ON THE LECTERN READING LIGHT.
6. HANG UP THE CRUCIFIX.
7. PUT OUT THE CHURCHWARDENS' STAVES AS REQUIRED.
8. WELCOME THE CONGREGATION AS THEY ENTER THE CHURCH.
9. THE SIDESPERSON NOMINATED RINGS THE BELL FIVE MINUTES BEFORE THE SERVICE IS DUE TO BEGIN.
10. THE SIDESPERSON NOMINATED CLOSES THE CHURCH DOOR AND DRAWS THE CURTAINS AT THE START OF THE SERVICE.

### **DURING THE SERVICE**

1. PRIOR TO THE START OF THE SERVICE, COUNT THE PEOPLE IN CHURCH AS FOLLOWS:
  - EVERYONE OF AGE 16 YEARS AND OVER;
  - EVERYONE UNDER 16 YEARS OF AGE; AND
  - THOSE WHO ARE LIKELY TO RECEIVE COMMUNION.

(THIS LAST NUMBER IS GIVEN TO THE PEOPLE TAKING UP THE OFFERTORY. THE PRIEST NEEDS THIS NUMBER AT THE BEGINNING OF THE OFFERTORY HYMN IN ORDER TO PREPARE THE ALTAR.)

2. SIT NEAR THE DOOR IN ORDER TO WELCOME LATE COMERS AND BE READY TO HELP ANYONE WHO MAY BE IN NEED DURING THE SERVICE.
3. TAKE THE MONEY COLLECTION DURING THE OFFERTORY HYMN BEGINNING AS SOON AS THE OFFERTORY TAKERS HAVE RETURNED TO THEIR SEATS; ON COMPLETING THE COLLECTION, TAKE THE COLLECTION TO THE ALTAR AND AWAIT THE SERVER.

(THIS PROCEDURE IS ABBREVIATED AT THE SAID COMMUNION SERVICE.)

4. THE SIDESPERSON NOMINATED TO TAKE COMMUNION LAST SHOULD UNDO THE GATE BOLTS AT THE ALTAR RAIL PRIOR TO RETURNING TO THE BODY OF THE CHURCH.
5. IMMEDIATELY AFTER THE BLESSING THE SIDESPERSON NOMINATED OPENS THE CURTAINS AND THE CHURCH DOORS ALLOWING THE PRIEST AN UNENCUMBERED EXIT FROM THE CHURCH.

#### **AFTER THE SERVICE**

1. COLLECT THE HYMN BOOKS, ORDERS OF SERVICE AND ANY RETURNED PEW SHEETS AS THE CONGREGATION LEAVE THE CHURCH.
2. IF THE SERVICE DOES NOT INCLUDE HOLY COMMUNION EXTINGUISH THE CANDLES, REMOVE THE BRASS CROSS AND CANDLESTICKS FROM THE ALTAR; REPLACE THE WOODEN CROSS.  
(IF IT IS A COMMUNION SERVICE THE ALTAR WILL BE CLEARED BY THE SERVERS/CHALICERS.)
3. RETURN THE CHURCHWARDENS' STAVES TO THE VESTRY.
4. SWITCH OFF THE LECTERN MICROPHONE AND READING LIGHT. RETURN THE MICROPHONE TO THE VESTRY AND TURN OFF THE SOUND SYSTEM.
5. RETURN THE ORDERS OF SERVICE TO THE VESTRY.
6. REMOVE THE HYMN NUMBERS IF REQUIRED.
7. TIDY THE PEWS.
8. COUNT THE MONEY COLLECTION AND THE NUMBERS OF ENVELOPES, RECORD AND STORE IN THE SAFE. (THE DUTY WARDEN WILL HAVE A KEY.)
9. REMOVE THE CRUCIFIX AND PLACE IN THE VESTRY.

**NOTE:** THESE PROCEDURES ARE MODIFIED AT THE MATINS, EVENSONG AND OTHER NON-COMMUNION SERVICES.