

## St Annes Copp: Sidespeoples duties

Arrive 10:30 a.m. or 6 p.m. TO WARMLY WELCOME ALL

### Preparation:

1. Check colours correct (colour of cloth on altar and lectern (Altar cloth covered in white sheet and then a blue dust cover)
2. Candlesticks/ Light candles (replace) (+ light paschal candle if a festival or christening)
3. Stave tops (Silver tops) from safe placed on Church Warden sticks
4. Large Collection plate from vestry put on Bishops chair and 2 small plates at the back of church
5. Main PA system switched on (do not alter setting)
6. Hymn numbers on board (Paul G provides numbers)
7. Bibles, Gift aid envelopes, pens and standing order slips on pews
8. Check choir have: <ul style="list-style-type: none"><li>○ Correct orders of service</li><li>○ + if communion Communion cups</li></ul>
9. Check toilet clean and toilet roll

### Warmly welcome all:

- including greeting and guiding newcomers,
- show families children's area
- support latecomers

### Hand out:

- Hymn Books
- Orders of service
- + if communion : Communion cups

### Count the congregation (important as determines Parish Share.)

- Over 16yrs (including choir, organist, reader etc.)
- under 16yrs old

### Take collection

#### After service:

1. Collect hymn books and orders of service and put away
2. Clear hymn numbers
3. Lock in safe: stave tops, candlesticks, etc.
4. Switch PA system off
5. Collection counted and forms filled by 2 people(see vestry instructions) & lock money in safe
6. Enter number of attendees (> and < 16yrs old)in register
7. Sign service register
8. Check generally tidy
9. Lock both doors

**THANKYOU**