

St Mary Magdalene Church Yarm

Sides Person Duties for 10 am Service

The guidelines below are not intended for the most part to be absolutely rigid. Please be prepared to use your discretion and common sense where circumstances dictate, and to ask for assistance if necessary.

1. Be at Church at 9:30am to welcome the Congregation and give out books and pew sheets. One person should stand near the main door to greet people. Be prepared to volunteer information about location of toilets, availability of Children's Corner, Wheelchairs should go in front of the Pulpit in front of the Coffee Bar or beside the Font away from the entrance to the Lady Chapel. On a warm summer day, the double doors in the porch may be opened.
2. Check whether there is a baptism and reserve seats if necessary (see 12 below).
3. Assist the Churchwardens by counting the numbers in the Congregation and the Choir who are likely to make their communions.
4. Please close the outer Choir Vestry door after the Clergy and Choir have processed.
5. Do leave two or three sets of books on the table by the entrance for latecomers.
6. During the Offertory hymn two Sidespersons follow the Churchwarden and those taking the Elements to the altar and begin the collection from the front centre pews. When finished they wait at the back of the Church and take the collection to the altar during the last verse of the hymn, where it is given to the Celebrant and blessed. The collection stays at the altar.
7. During the Thanksgiving Prayer, the Church bell is to be rung three times at the Elevation of the Host and at the elevation of the Chalice. It is also to be rung at the Greater Elevation when the Celebrant raises the Host and Chalice together at the end of the prayer.
8. As the Celebrant communicates the altar party, two Sidespersons walk to the front to direct people for Communion from the front centre pews: People in the side aisles should normally be directed to the back and down the centre aisle. All communicants should return to their seats via the side aisles. As we now stand to take communion, the congregation should be directed to stand as close to the black line as possible. Anyone wishing to kneel for communion is to be encouraged to go along the side aisles. A third Sidesperson should be positioned at the front to assist the infirm and anyone else needing assistance.
9. The Churchwardens should communicate last.
10. At the end of the service, the following jobs need to be done:
 - 10.1. Collect and put away service books, etc. and check pews for forgotten items
 - 10.2. TWO people are needed to count and record amounts (this is for your own protection and is now a legal requirement under Church Law):
 - 10.2.1. Count 8am and 10am collections in the Choir Vestry Office
 - 10.2.2. On each envelope record the amount and date (date stamp available)
 - 10.2.3. Fill in white slip with the amount from envelopes and cash, and sign for each service
 - 10.2.4. Place money in the Safe (Treasurer and Churchwardens have keys)
 - 10.2.5. Record the amount in the Service Register on the Clergy Vestry desk.
 - 10.2.6. Please make sure the Communion Silver and Glass have been returned to the Clergy Vestry: The Sacristan or Churchwardens will put away.

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11. At Family Services please be prepared to be assisted in your duties by children
12. BAPTISM PARTIES - It is important that Baptism parties sit as close to the front as possible. This may entail reserving some of the front pews. Please check with Clergy for the approximate number of guests expected.
13. EMERGENCIES - In an emergency, e.g. a fire, Sidespersons' main priority is to get people out of the building as quickly as possible. Do not use an extinguisher to fight a fire unless you are trained to do so, but there may be others so trained in Church. Please note the following:
 - 13.1. The main emergency exit is the main entrance door to the Church – open the double doors if possible.
 - 13.2. The second emergency exit is the door from the Lady Chapel which should be unlocked by the Clergy or Churchwardens at the start of any service for which large numbers are expected or for a candlelit service.
 - 13.3. There are four fire extinguishers sited as follows: two foam extinguishers near the Coffee Bar and beside the organ just past the Choir stalls; two carbon dioxide extinguishers in the corridor to the Choir Vestry and just past the Choir stalls on the opposite side to the organ.
 - 13.4. A fire blanket is placed near sound system cupboard near the Coffee Bar – this is particularly useful if someone's clothing catches fire.
 - 13.5. There are two powerful emergency torches for use if the lights go out: one is in the main light switch cupboard at the back of Church, the other is in the Choir area just behind the Rector's Stall.
 - 13.6. The First Aid Box is near the coffee bar and the Accident Book is in the light switch cupboard.