

## Duties of Sidespersons for 2008/2009 at All Saints Church, Helmsley

### 8.00 a.m. Holy Communion

- 7.45 a.m.
- Make sure church is adequately lit for the service which follows – yellow dots
  - Light two altar candles.
  - Give out Book of Common Prayer and bulletin, and welcome each member of the congregation.
- 7.53 a.m.
- Ring bell for one minute.
- 8.00 a.m.
- Ensure door is closed, but welcome any latecomers.
  - At offertory, take collection and present to celebrant at the altar.
- 8.30 a.m.
- Receive back books and tidy church, turning out the lights.
  - Count collection, remembering to enter total in the Service Book.

### 9.30 a.m. Sung Eucharist

- 9.10 a.m.
- Set out hymn board using bulletin for details.
  - Check altar candles lit (Derek Bradley normally does this)
  - Arrange a white service booklet, hymn book and bulletin in sets to give out.
- 9.15 a.m.
- Make sure the church is adequately lit for the service which follows – all dots
  - Welcome each member of the congregation and give them a set of service books.
  - Parents with young children should be directed to the carpeted area at the rear of the church, where play facilities are provided.
- 9.30 a.m.
- Make sure door is closed, but welcome any latecomers, ***making sure that their entry does not disrupt the key points of the service.***
- 3<sup>rd</sup> hymn:
- ***As soon as*** the hymn starts, take collection and present at the altar. If a Family Service, children can be asked to help here.
- 10.30 a.m.
- Receive back and sort sets of books, inviting each departing person to take their bulletin with them.
  - Tidy church and turn off nave, sanctuary and St Columba's lights.
  - Count collection and enter total in Service Book, in the vestry.
  - Ensure altar candles have been extinguished.

### 6.30 p.m. Evensong

- 6.10 p.m.
- Set out hymn board using bulletin for details.
  - Make sure church is adequately lit for the service which follows.
  - Light two candles on the altar.
  - Welcome each member of the congregation and give them a set of service books consisting of yellow Evensong card, white bulletin and hymn book.
- 6.20 p.m.
- Ring bell for one minute.
- 6.30 p.m.
- Make sure door is shut, but welcome any latecomers and issue sets of service books.
- Final hymn
- Take collection, and present at the altar.
- 7.15 p.m.
- Receive back and sort sets of books, inviting each departing person to take their bulletin with them.
  - Tidy church and turn off lights.
  - Take down the hymn board
  - Count collection and enter total in the Service Book.