

St Paul's Anglican Cathedral

at the heart of Bendigo

A GUIDE TO BEING A SIDESPERSON

The ministry you offer is a very important one. You are usually the first (official) person to have contact with people as they arrive at church. It is important to be welcoming and approachable; make eye contact and smile. Be sure to always wear your name badge.

BEFORE THE SERVICE

- Arrive 20 minutes before the service
- Ensure lights are on, and fans or heaters as required
- Check that relevant service orders are ready to be distributed. (These are on the end of the long table, near the bookshelves and the two chairs for your use during the service)
- Welcome everyone and especially visitors or newcomers. If there is time, make sure they are aware of morning tea arrangements and ask them to sign the Visitors' book
- Hand out relevant paperwork as follows:

8am - Congregation receives

- Current pew sheet
- Buff coloured booklet 'Order for Holy Communion' – located in a box on the book shelves

9.30am - Congregation receives

- Current pew sheet combined with a printed order of service.
- A few printed music sheets of the current Eucharist setting are available for those who request them – these are to be returned after the service

11am – Congregation receives

- Current pew sheet. Note: the service is projected onto the wall above the altar.

There are printed service orders for clergy, servers and other team members. There are larger copies for congregation members who require them.

At times there are other handouts such as: 'The Spirit', 'Peals', 'Partners', rosters, MU papers, Mission envelopes, etc.

- Keep an eye out for late-comers

DURING THE SERVICE

- Count the congregation and display the numbers on the top left-hand shelf of the bookshelves.

Count everyone – clergy and servers, choir, children and babies (and yourself). Count from more than one position. Count after the service has started as there are often late-comers.

Numbers are stored in a box on the bookshelves near the education room.

- Take up the collection during the offertory hymn or at the appropriate place in the service.

At the end of the hymn bring the offering to the front, hand to the minister and remain until the offering prayer has been said or until the minister gives you the nod to return.

AFTER THE SERVICE

- Be ready at the end of the service to speak to any newcomers and invite them to morning tea (if appropriate)
- Ask newcomers or visitors to sign the Visitors' book.
- Retrieve the collection; place it in a cloth bag from the sacristy (children's church) and hand to Bruce Fraser, Ian Smith or one of the clergy.
- Tidy the remaining service booklets and pew sheets.
- If it is the last service for the day make sure that when everyone has left that the lights (and/or fan and heaters) are turned off and the hall is locked.