###### Parish of St. Luke, Farnworth with Cronton Mission February 2024

**Duties of a Sideperson.**

**In advance.**

1. Check the Rota.
2. Ensure that you have asked someone to take your place if you cannot be there. If not able to find someone contact Gail 07491799917

**Arrival.**

1. Arrive half an hour before the service.
2. Make sure that North Door is un locked and opened.
3. Light Altar and Bold Chapel candles. 10 minutes before service, and extinguish at end of service.
4. Ensure that Collection Plates are at the back of church. For congregation to place their collection.
5. Ensure that the Crèche area is tidy.

**Welcome**

1. Welcome people as they enter church.
2. If people seem unsure what to do, show them to a pew and if possible introduce them to someone sitting nearby.
3. Count the number of adults and children attending the service, and give number to Warden.
4. If requested take people to the Bridewell for use of the toilet

**During the Service**

1. Ensure that the main church inner doors are closed about 5 minutes after the start of service.
2. Assist the wardens in maintaining good order in the service.
3. Collection plate taken up to altar, during the last hymn of Morning Prayer.

**After the Service**

1. Invite visitors to stay for refreshments.
2. Check pews and Crèche area to ensure they are tidy.

**In the event of a fire**

1. There should be two wardens and two sidepeople on duty for any main service.
2. One warden responsible to oversee evacuation. One warden to be at the main door with one sideperson, one sideperson to take responsibility for north door and clergy responsible for the vestry door. Wardens and Sidepersons ensure that people exit safely and sensibly through the appropriate door and any people needing help are assisted to get to the fire assembly point.
3. Shut and lock the porch and the church door when everyone has left the building
4. If there is a fire whilst Sunday Club children and /or children from Scout and Guide groups are in church, ask appropriate adults to assist Sunday Club and Group Leaders in getting children out of the building to the assembly point, marshalling them until the register has been checked and ensure that they are handed over safely to their parent or other adult responsible for them on the day.
5. Wardens to take register.

**Evacuation**

1. Agree to undertake training on safeguarding, evacuation or any other subject requested by the PCC, and keep safe guarding officer/wardens/deputy warden informed of their training status. Evacuation practice will take place each year or when necessary.

**Fire Assembly Point side road Coroners Lane by church gate**

**Legalities**

**Of Sidepersons or assistants to the Churchwardens.**

**E2**

1. The Sidepersons of the parish shall be appointed by the parochial church council.
2. No person whose name is not on the church electoral roll is eligible as a sideperson, but all persons whose name is on the roll are eligible.
3. It shall be the duty of the Sidepersons to promote the cause of true religion in the parish and to assist the churchwardens in the discharge of their duties in maintaining order and decency in the church and churchyard, especially during the time of divine service.

**F15.**

**Of Churches not to be profaned.**

1. The churchwardens and their assistants shall not suffer the church or chapel to be profaned by any meeting therein for temporal objects inconsistent with the sanctity of the place, nor the bells to be rung at any time contrary to the direction of the minister.
2. They shall not suffer any person to behave in church, church porch or churchyard during time of divine service as to create disturbance. They shall also take care that nothing is done therein contrary to the law of the Church of the Realm.
3. If any person be guilty of riotous or indecent behaviour in any church, chapel or churchyard, whether in any time of divine service or not, or of disturbing, vexing, troubling ,or misusing any minister officiating therein, the said churchwardens or their assistants shall take care to restrain the offender and if necessary proceed against him according to law

\* *A delicate balance need to be maintained now that the right in freedom of expression under the European Convention on Human Rights has a place in English domestic law \**

*Mark Hill: Ecclesiastical Law 2nd Edition Para 3.50.*

*Any person on the electoral roll may be a sideperson . Sidepersons must therefore be 16 years of age or older.*

*Church Representation Rules 2011.*