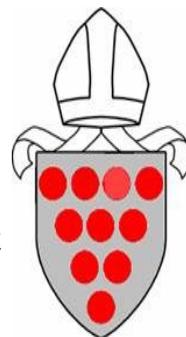


Role Outline: Sidesperson

The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the Church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with your Parish Safeguarding Officer or the Diocesan Safeguarding Adviser (DSA) or Assistant DSA.



Those who work with children, young people and/or adults who are vulnerable should have a commitment to:

- Treat individuals with respect
- Recognise and respect their own abilities and potential for development
- Work in ways that meet and develop the personal, spiritual, social and pastoral needs of the people they make contact with
- Promote the rights of the individual to make their own decisions and choices, unless it is unsafe
- Ensure the welfare and safety of all
- The promotion of social justice, social responsibility and respect for others
- Confidentiality, never passing on personal information, except to the person you are responsible to, unless there are Safeguarding issues of concern which **must always** be reported to the person named above or to the Police or Social Services in an emergency.

Role	Sidesperson
Responsible to	PCC

Key Responsibilities of the Role (tasks to be undertaken)

Sidespeople are often the first people you meet as you come into church. In practice sidespeople do much more than give out books. They are responsible under the direction of the Churchwardens for making sure that all the practical jobs in preparation for worship are done and that everything goes smoothly during the service.

Sidespeople are the smiling, helpful and welcoming face of the church. They are among the first to arrive and the last to leave for a service so that they can prepare the church to greet people and that the building is left tidy and safe.

- ***In advance***

- * Check the rota

- Ensure that you have swapped or someone has taken your place if you cannot be there and mark on the rota at the back of church (let church wardens know).

- ***Arrival***

- * Arrive about half an hour before the service.
- * Ensure that the collection plates are at the back of church.
- * Ensure that the layout of the Church is as required for the service and everywhere is neat and tidy.

- ***Welcome***

- * Welcome people as they arrive.
- * If people seem unsure what to do show them to a seat and if possible introduce them to someone sitting nearby.
- * Hand out any books or papers as necessary.
- * Take a head count of the number of people in church

- **During the Service**

- * Assist the wardens in maintaining good order in the service.
- * Take the collection plates round and then to the front at the appropriate point.

- ***After the service***

- * Ensure that any books are collected and as much as possible that the church is left in a suitable state for the next service / event.
- * Invite visitors to stay for refreshments and offer a magazine, or other such literature.

- ***In the event of a fire***

- * There should be a warden or deputy and two sides people on duty for any main service. If there are not three people on duty ensure that a third person is asked to take on this responsibility.
- * The warden or deputy should take responsibility for the main door.
- * One sides person should endeavour to take responsibility for the vestry door and one for the choir vestry door. Ensure that people exit safely and sensibly through the door and any needing help are assisted to get to the fire assembly point which is on Church Street.
- * If possible shut the door when everyone has left the building.
- * If there is a fire whilst children are in their groups off duty sides people are asked to assist the Children's Corner Supervisor in getting children out of the building to the assembly point on Church Street, marshalling them until their parents/person responsible for them collect them and hand them over safely.

Any arrangements for induction, training & support

Canon (Church) Law E 2 Of sidesmen or assistants to the churchwardens

1. The sidesmen of the parish shall be appointed by the annual parochial church meeting or, if need arises between annual parochial church meetings, by the parochial church council.

2. No person whose name is not on the church electoral roll is eligible as a sidesman, but all persons whose names are on the roll are so eligible.

3. It shall be the duty of the sidesmen 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.

www.cofe.anglican.org/about/churchlawlegis/canons/complete.pdf

Any practical arrangements relevant to the role

(e.g. process for paying expenses, times role should be carried out, provision of equipment)

- Need access to the church and vestry

Role to be reviewed (insert date)

Annually

The role is eligible for a criminal record (DBS) check which is renewable every five years (insert yes / no)

No

Level of criminal record (DBS) check which is required for this role