

VOLUNTEER MINISTRY JOB DESCRIPTION
Ministry of Hospitality Team
SIDESPERSION

Nature of the Position

This time-honoured position complements the role of greeters, helps to make worshippers feel welcome and assists in the smooth functioning of worship services.

Outline of Responsibilities

if you are unable to be at church on YOUR Sunday please arrange to switch with someone else on the roster. Call the church office by Thursday noon so the Parish Administrator can make the change in the bulletin

plan to be "on duty" 30 minutes before the service is to begin and wear a name tag

hand out(before the service) and collect back in (after the service) the hymn books and bulletins

assist those attending service to obtain suitable seating, hearing enhancement devices etc.

Ring the bell in the bell tower 20 times, or arrange for another person to do it, as the choir appears in the Narthex. This signals that the service is about to begin.

once the service is in progress, a count of all those in attendance must be taken

take up the elements, take up collection, marshal those going to the communion rail and then open the gate and return the kneeler to its initial position after all have communicated

assist the greeters or coffee hour hostess as necessary.

Store away the hymn books after the service and remove any left in the pews and clear up any debris/books left in the pews

Turn off ceiling fans if they have been on.(switch is just above the sound system)

Skills, Knowledge and Experience

regular attendance at worship services

familiarity with parishioners

friendly welcoming attitude

Boundaries and Limitations

must uphold the parish's Risk Management Policy

Support, Supervision and Training

is accountable to the Chair, Parish Life through the coordinator of greeters/sidespersons

information about duties printed in binder on the hymnbook cupboard in Narthex

Participation Group

entire congregation

Screening Category

Low Risk

Length of Term

indeterminate - at the will of the sidesperson and with agreement of coordinator

Benefits to Volunteer

opportunity to meet and interact with entire congregation

sense of service and involvement in Divine Worship