

Guidelines to roster duties at St John's Anglican Church



BRASS CLEANING GUIDELINES

If unable to work on your day please arrange a swap but please phone the parish office to let them know. *It is important for the office to have this information in case of funerals or other unexpected happenings in the church.*

As most of our brass has been treated it is only necessary to clean the following items with Brasso:

Processional Cross
Two processional candlesticks
Candle snuffer
Incense boat

Please bring your own cloths for cleaning and newspaper if you need it. The Brasso is in a cupboard in the work sacristy.

If you see the Brasso is running out, please let Rebecca in the parish office know.

CLEANING DUTIES

Friday - After 9.30 am – not between 5.30 pm and 6.00 pm
Saturday - After 9.30 am and before 6.00 pm

1. CHURCH

- (a) Vacuum carpet in church and adjoining rooms.
- (b) Sweep floor between pews and vacuum up dust.
- (c) Buff floors.
- (d) Wipe pews and dust window sills.
- (e) Tidy books.
- (f) Sweep north and south porticos
- (g) Sweep or vacuum polished boards in Sanctuary.

PLEASE NOTE THEY DO NOT NEED POLISHING.

Vacuum cleaner, brooms and dusters are in the cupboard behind organ.

If you use the last bag from either of the vacuum cleaners please let the office know.

CRÈCHE DUTIES

Please arrive at 9.45am to help with setting up the room for crèche and being available to greet families and children arriving for crèche.

Crèche will “open” at 9.50am for children. The hall door will be closed whilst the setting up is in process and opened again once we are ready to receive the children.

There is a “sign in and out” system for children attending crèche. Please encourage/remind parents to do this.

If the opportunity arises, explain to the family about the other children’s groups available at St John’s – Playtime, Kids Club, 4thsunday@4 – give out brochures to new families.

Encourage parents to say good bye to their children before they leave and during crèche encourage the children to sit at the table (if they can) to play with the activities set out or on the mats if the child cannot yet sit. (Outdoor play is only a last resort for upset children).

If a child wants to return to their parents, walk them into church to find their parents. Make a note on the sheet opposite their name that they have left and the reason. At the end of crèche, parents should come to pick up their child within 10 minutes of the conclusion of the service. Please assist with packing away and making sure children and parents are re-united.

Walk the children into church for a blessing during Communion, and return to crèche afterwards. Use this opportunity to explain to the

children how we walk quietly in church and who is going to give them the blessing etc.

The TV screen shows the service in church. When appropriate, or if asked, please use simple explanations to describe what is happening in church. Older children should be encouraged to attend Godly Play when it is available.

Crèche ideally should be a calm and nurturing experience for the children whilst the parents attend the church service.

READING NOTES:

Reading sheets are available from the back of the church at least two weeks prior to your rostered date. If you are unable to do the reading on your rostered day - please arrange a replacement, and advise Rebecca O'Donnell at the office (9971 8694).

Please note: Readers are asked to:

- Read with care. Do not hurry.
- Please speak up - adjust the microphone position if necessary.
- Stand beside clergy at door following service to welcome visitors.

THE DUTIES OF A SIDESPERSON

You are the first person a newcomer to our services has any dealings with, so it is EXTREMELY important that you make them feel welcome and be prepared to show them where to find the order of service, readings, etc. as you hand them the hymn book and papers. There is also now a leaflet for visitors to St John's, which you could give them, either before or after the service. If, after the service any newcomer asks you about becoming a regular worshipper here, please personally introduce them to Father Steven and give them a card to fill in. *It is more important to deal with these matters than to put away books etc.*

PRACTICAL MATTERS

- It is important that you arrive at the church at least 20-25 minutes before the 8am service and 15 minutes before the 10am service. Please check the pew sheets to see which hymns are to be put on the board, open windows, turn on fans, and heaters if necessary. Sometimes a hymn needs to be changed for the 10am service. All sheets to be handed out need to be placed together.
- Greet all parishioners (not only newcomers or visitors) and be prepared to assist any frail or infirm worshippers to their seats. If you see any letters, rosters etc. that have people's names on them, if at all possible give them to that person, either before or at the end of the service.
- When you think that everyone has arrived, count the number of people in the church, including all children present and not forgetting those in the sanctuary (clergy, choir and servers). Place the numbers at head height in the little recesses in the wall on the northern side of the font.
- Please do not start to take up the offering until the gifts have been received by the clergy. When there are a large number of people present, two can collect from the back while two collect at the front.
- We want to encourage families with young children to feel at ease. When people with young children arrive at the 10am service, tell them about the crèche, however if they prefer to have the children in the church with them, we have a good area at the back where restless children can find things to occupy themselves during the service. At every 8am (and 10am service when Godly Play is not on) please offer children a specially made up "Activity Bag". They are stored in the back cupboards. Each bag is for the child to keep. (They are good quality paper bags). The age group targeted is three years to eight years but older visiting children may appreciate

them as well. Some two-year olds may be OK but you need to talk with their parents as there are pencils and crayons in the bags. Be watchful during the service. If you think any parents need help, or if anyone goes outside with a crying baby, offer to take them around to the crèche (10am only). Here they can listen to the service until they feel comfortable to return. There is water on the back cabinet for anyone feeling faint.

- At least two of the sidespersons should sit right at the back of the church for the whole service. This way you are readily available to assist anyone who needs help. It would assist security if one sidesperson took Communion at the beginning of the Administration of the Eucharist so that there is a person at the back of the church the whole time.
- No money is to be left at the rear of the church unattended. At the conclusion of the service, please hand it to a warden to be locked in the safe.
- During the winter months, please keep inner doors closed during the service.

AT THE CONCLUSION OF THE SERVICE

After 8am

Stack up books and sort out sheets, service cards etc. Check that no books or sheets have been left in the pews. If no one has arrived on duty for the 10am service, please check if the hymn board needs altering. Watch out for those newcomers and visitors, and introduce them to Fr Steven or a parishioner who can look after them.

After 10am

Separate all books, service cards and leaflets and return to the shelves. If necessary, put some books in each bookcase.

Close the internal doors on Oaks Avenue, leaving the external ones open. Close all windows and turn off fans and change light settings to “unattended”. In winter please turn off all heaters as well.

After Evensong

Please ensure all lights, heaters, and fans are turned off, all windows and doors closed and locked, and the church made secure.

If unable to be present on your day, please arrange a “swap” and let the Parish Office know.

Your ministry is a very important one and the parish is most grateful to you for offering your services in this way.

MORNING TEA.

Thank you for being on this roster.

- Please check that the urn has been left on from the 8.00 am service.
- Tea, coffee, sugar and biscuits are in the red trays under the centre work bench.
- Additional tea, coffee, sugar and biscuits will be on the left-hand shelves in the pantry.
- Ensure that the urn is **turned off** before you leave.

- If you cannot come on the Sunday rostered, please arrange your own swap and let the office know.

GROUNDS

- . Usual maintenance time is 9.30 am - 11.30 am Saturday. (Some workers prefer to start earlier).
- . First priority should be given to sweeping the pathways and church steps.
- . Please do not use the mower earlier than 9.30 am due to the 9.00 am Saturday Service.
- . Please don't mow the lawns too closely.
- . On wedding days please give priority to the front of the church in Oaks Avenue. At other times give priority to the courtyard.
- . All equipment is stored in the shed at the rear of the hall.
- . If using the edger please include the rectory.
- . If you are unable to attend on your rostered morning please swap with another worker and notify Mark Ashover and the parish office.
- . Please put all leaves, grass clippings and any other vegetation in one of the four big green bins inside the gate. These will be emptied each month. Please do not place vegetation on ground at back of hall.