

Friends of SS Peter and Paul Church, Mottistone

Principal tasks for the relevant rota holder:

Before Services (45 minutes beforehand – including before any special service notified)

- Check paths, brush off yew berries in season as necessary. Check for leaves etc. on carpets, use carpet sweeper from vestry.
- Switch on overhead lighting and necessary heating at vestry switchboard – 1st panel = all lights; 2nd panel = radiant and under seat heaters. If really cold put on the under seat heaters the day before a service.
- Light candles. (Normal setting: Altar, pulpit, chancel). Matches and tapers in drawer in vestry; snuffer on RH choir stall. (Special services – weddings, funerals, etc., light all).
- Place Minister's hearing loop on vestry desk with service book (in drawer in vestry).
- Fasten back chain curtain and open bolt on door.
- Wooden collection plate from drawer in hymn book desk to entrance table.
- Ring bell for one minute, two minutes before the start.
- Count the Congregation and communicants.
- Take collection plate up during Offertory Hymn.
- Go up last to take Communion, open gate and move cushion from alter steps.

After the Service

- Extinguish candles, put back hymn numbers if necessary and put back ear-loop.
- Check register filled in and signed and put away in cupboard.
- Reconnect both humidifiers and empty as necessary.

The Duty sidesman will normally be responsible for:

- *putting out hymn books,*
- *hymn numbers,*
- *opening the Lectern Bible at date,*
- *putting out red hymn book, green psalm book and Order of Service book in Minister's Pew (south side)*

If no sidesman, this will normally be done by the Reader (but the Friend could help if there is a problem).

The Duty sidesman will also normally be responsible for putting everything away after the service. If no sidesman, this will be done by the Reader. The rota for the Readers is normally available in the vestry, organised by Peter Moore.

Ensure the Register is filled in and signed by the clergy.

Between Services

- Generally check everything is in good order, notifying Didi of any issues that you notice or repairs that you think are needed (e.g. bulb failure, roof leaks), or re-ordering (candle stock) needed.

Verger's Duties (Sarah Lang)

- Replace dead candles/remove candle wax spills from candle holders. Re-order as needed.
- Communion wine and wafers.
- Check that Altar frontal is the colour indicated in red LECTONARY booklet (kept on vestry desk). Frontals are stored in special cabinet at west end of vestry.

The Rota Organiser/Didi (01983 741177/07799 880971/didinich@aol.com)

- Pin up monthly service lists on the notice board by the gate (laminated) and in the church (lobby and in the vestry).
- Make sure details of special services are passed on to the relevant person on the rota and the Verger.

Other jobs

Barbara Bryant organises the Flower Rota

Neil Courtney and Howard Wilkie - organists

Hector Kier, *Buildings Committee* supervises contractors, organises gutter cleaning etc.

Where possible, assist in completing outstanding tasks from Architect's 5-yearly work schedule

Kane and Frances maintain the churchyard.

Churchwarden to update and maintain complete log of repairs, improvements and burials at the church (as required by the Diocese of Portsmouth). Also the Register, which must be signed by the clergy, including noting the number of communicants and attendance, the collection and any notes regarding special services (weddings etc.) (The old registers are firstly kept in the Church Office and then sent on to the County Archive).