



The Parish of Horndon, Orsett and Bulphan

Role Description – Sidesperson

Role description reviewed and ratified at a PCC meeting on 22nd July 2025

This Role description must be given out during the induction process and signed for before commencing the role. A copy of the signed Role description to be retained centrally by the Parish and a copy given to the individual.

Signed

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Rector or Churchwarden

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Individual

Responsible to:

To Churchwardens and through them to the Rector

Person specification:

- To reflect the love of God
- To support the Ministry and Mission of the Church
- To uphold the Vision and Values of the Church and support the Rector.
- To maintain confidentiality and share any concerns with the Rector.

Safeguarding:

- To read and adhere to all aspects of the Benefice Safeguarding Policy
- To complete a Parish Form, providing 2 references, and a Confidential Declaration Form before commencing the role.
- To undertake an enhanced DBS check if required.
- To complete on-line Basic and Foundation safeguarding training, must be retaken every three years.

Key roles and responsibilities:

- To attend services regularly, and to have a good understanding of services of worship
- To take note of the service schedule, and swap with a different sidesperson if you are unavailable
- To make a note of any changes on the rota on the noticeboard and inform the person who collates the rota. In an emergency call one of the churchwardens
- To be present at least 20 minutes before the start of the service
- To make sure that the contactless (Collectin) machine is working
- To hand out service booklets and hymn/song books, including 'large print' copies
- Before the service, to find people to help you with the collection during the offertory song. Please try to involve as many people as possible, especially relatively new people – it's easier to choose 'regulars' but this is a wonderful opportunity to make newcomers feel they 'belong'
- Remember to present prayer box with the offertory (collection)
- To make sure altar candles are lit before the service starts and put out at the end
- To count everyone in Church, splitting between children and adults, making sure a piece of paper with these numbers is put in the register in the vestry after the service
- To give a warm welcome to everyone and constantly be aware of the needs of all who arrive, especially strangers. Always try to introduce newcomers to a friendly face in one of the pews
- To give families with children a warm welcome and let them know what is provided for children
- To try to learn and remember the names of newcomers so that they feel welcome

Knowing and sharing the love of Jesus in the Church and community



The Church of England
in Essex and East London
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- To stay on duty during the singing of the first song to deal with latecomers and then remain seated by the door
- To be ready to open the door if someone is struggling and to assist those who may have additional needs, if necessary, getting out the ramps
- To open the door for the congregation to leave, after the service
- To collect service sheets/books from the congregation as they leave. Any items no longer needed, should be put in the recycling bin
- To tidy church pews and collect any rubbish
- To count the collection in the vestry with another person from a different family, complete the collection record sheet and then give it to a warden

