

## St. Ninian's Church

### Responsible Ministry: Screening in Faith

#### Sidesperson / Counter \* Ministry Position

Position Risk Assessment: High

Term of Office: 1 year, renewable - Co-ordinator is elected at Vestry

Supervision and Support: Reports to: Incumbent, Churchwardens, Treasurer, Envelope Secretary  
Staff Liaison (if different from above):  
Committee/Board responsible for this ministry: Administration Committee

Purpose: To assist the Churchwardens in receiving and seating the congregation in the church, in taking up the offertory and counting the money on conclusion of the services, and in maintaining order in and about the church during divine worship.

Population(s) served: Churchwardens  
Treasurer  
Envelope Secretary  
The congregation

Skills & Qualifications:

- patience
- friendly and polite attitude
- be well organized
- punctual & dependable
- familiar with procedures regarding Newcomers, counting the offering
- the co-ordinator must have some administrative skills
- this position requires a Police Records Check

Spiritual Gifts Recommended:

- service
- organization
- hospitality

Training Provided:

- on-the-job training
- Diocesan Sexual Misconduct training every 3 years

Meeting Date & Time:

- no scheduled meetings, however the co-ordinator may call an occasional meeting as circumstances arise

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Time Commitment Involved:

- must be available for duty 1 Sunday a month
- be willing to fill in any absences
- be willing to be on duty for some special services
- the weekly duty starts 20 - 30 minutes before the start of the service, and approximately 1 hour after the service.

Description of Duties / Responsibilities:

- working in teams of 2, the sidespersons greet people, hand out bulletins, books etc. as they arrive
- usher people to their seats if the church is crowded, or if they are late
- the offering is collected by the sidespersons at the designated time
- during the Eucharist, they regulate the flow of people to the communion rail, and make a count of those receiving communion, and those receiving a blessing
- a count is also made of all those attending the service.
- after the service, the offering is counted and recorded by the sidespersons as set out by the Churchwardens
- fill in the Vestry book for the day
- place the offering envelopes in the designated place for the Envelope Secretary
- the co-ordinator schedules the sidespersons, fills in any gaps, and keeps procedures up to date
- the co-ordinator is responsible for interviewing candidates and completing the appropriate section on the Responsible Ministry: Screening in Faith Checklist

Limits of the Position:

- carry out the duties as dictated by the Churchwardens
- comply with all policies governing confidentiality

Benefits & Opportunities:

- to greet Newcomers and make them feel welcome
- to get to know members of our parish

\* a more detailed job description is available

*Office Instructions: Provide a copy of this position description to the applicant. Place a copy in the applicant's file in a locked filing cabinet. Record the completion of this step on the applicant's Screening Checklist.*