

St Mary's Responsibilities and Jobs List Folder – Contents page.

St Mary's Responsibilities by Name (dated March 2016).....	2
St Mary's Jobs List	3
a. Brass Cleaning.....	3
b. Christingle Service	3
c. Christmas Tree.....	4
d. Christmas wreath.	4
e. Church Cleaning.....	4
f. Communion and cleaning supplies (Bob Jarratt).....	4
g. Flower Arrangements – looked after by the Church Flower Group.....	5
h. Flying the Flag. (Michael Fieldhouse).....	5
i. Gardening.....	5
j. Lawn Mowing Rota.....	6
k. Lawn Mowing	6
l. Lay Pastoral Visiting.....	6
m. Mothering Sunday Posies.....	7
n. PCC Secretary Duties	7
o. Pew Sheets (weekly).....	7
p. Music Group	7
q. Publicity.....	7
r. Remembrance Sunday.....	7
s. FUNERALS (CW and Verger Responsibilities)	8
t. Funeral details sheet.....	10
u. Sacristan duties for Communion Services.....	11
v. Sidespersons, Sacristan Readers, Readings, A/V and Prayer 8am and 10.45 – Rota	12
w. Duties of Welcome Team and Sidespeople.....	12
i) Welcome Stewards	12
ii) Sidespeople.....	12
x. <i>AT THE END OF ALL SERVICES</i>	15
Appendix 1 (notes from Roger Latham)	16
Appendix 2: Churchwarden Responsibilities for Service Collections, Baptisms/Christenings, Weddings, Burials, Headstones, associated Home Visits..	18
Appendix 3: Guidance on Burials, Regulations for the Garden of Remembrance...	19
Appendix 4: A/V Instruction Sheet.....	20
Appendix 5: Information Leaflets.....	21
Appendix 6: Cleaning Guidelines for the Cleaning Teams	

St Mary's Responsibilities by Name (dated March 2016)

<i>Job</i>	<i>Person responsible</i>
<i>Brass Cleaning</i>	<i>Pat Rowsell</i>
<i>Christmas Wreath</i>	<i>Church Wardens</i>
<i>Communion and cleaning supplies</i>	<i>Bob Jarratt</i>
<i>Flying the flag.</i>	<i>Michael Fieldhouse</i>
<i>Flowers (church)</i>	<i>Chris Jones/Jill Wigfall/Isabel Davey</i>
<i>Funerals/funeral details sheet</i>	<i>Church Wardens</i>
<i>Gardening</i>	<i>Peter Hogan</i>
<i>Lawn mowing Rota</i>	<i>Steve Bell</i>
<i>Lawn Mowing</i>	<i>See Rota on Kitchen wall Notice Board</i>
<i>Lay Pastoral visiting</i>	<i>Bob Jarratt / Avril Chadwick</i>
<i>Mothering Sunday Posies</i>	<i>Volunteers</i>
<i>PCC Secretary Duties</i>	<i>Pat Rowsell</i>
<i>Pew Sheet (weekly)</i>	<i>John Arthurs</i>
<i>Pianist/ organist.</i>	<i>Francis Hogan</i>
<i>Publicity</i>	<i>Janet Buckler</i>
<i>Rota – Sidespersons' and Sacristan Rota</i>	<i>John Arthurs</i>
<i>Sacristans duties</i>	<i>See section i</i>
<i>Social events</i>	<i>Janet Buckler</i>
<i>Sound system</i>	<i>John Arthurs/Alan Jones</i>

St Mary's Jobs List

a. Brass Cleaning.

This is usually performed monthly, and directed by the rota at the back of church on the Notice Board.

Many of the brass items are kept in the vestry, also lectern and pulpit and vases in chancel etc.

Beware - some items are quite heavy.

Take newspaper for vestry table top, also cloths, cream or polish. Cleaning is usually done in the choir vestry.

If working with someone the cleaning takes approx. one hour. If on your own allow longer as the lectern has lots of nooks and crannies.

The church is not routinely left open – the keys can be obtained from the Vicarage residential home.

b. Christingle Service

Normally this is a Family Service held at beginning of December. Christingles are made by a working party the Saturday before. Oranges are ordered from Paula and Phil at the Allithwaite Post Office (usually for free, but we always offer to pay).

Christingle oranges

To make these you will need the following:

100 oranges which need to be ordered from the village shop/post office in good time.

100 candles are ordered from the Childrens Society (contact Bob Jarratt).

1. Four cocktail sticks are needed for each orange (Marks and Spencer sell these sticks with only one end sharpened which saves a lot of time and trouble as you do not need to snip the sharp ends off!)
2. Red tape is found with the candles in the Vicars Vestry – more can be ordered from the Childrens Society.
3. A mixture of sweets and raisins.
4. 100 squares of silver foil about 8-9 cm square.
5. Chopping boards, large knives, trays and kitchen roll.
6. If needed slice a thin sliver from the base of the orange to allow to stand, scoop out hole for candle inserted into silver foil first, put red tape around middle of orange, put four cocktail sticks in and put fruit and sweets on these.

c. Christmas Tree

The Christmas tree is usually ordered by Alan and is erected by him with Ian in the church during the first week of December.

Decoration of the tree is traditionally performed by a working party from the Sunday School / School families assembled ad-hoc from whoever is free and interested. The decorations are all kept in the Vicar's vestry, above the cupboards.

d. Christmas wreath.

The wreath is ordered from the council clerk (Sheila) who works in the Grange Council Offices (note closed on Fridays).

To make this wreath you will need the following:

Five candle cups which are in the cupboard between the vicar and choir vestry.

1/3 of an oasis green block

Some green pot tape to secure wreath to the pedestal

5 standard sized candles (can be 4 red and 1 white, but other combinations are fine)

Soak the oasis ring and secure it to the pedestal, place the 1/3 soaked block of oasis in the centre of the ring, place candle cups and fit candles. Decorate with holly, ribbons, or anything else you may like, remember though this needs to look OK for at least four weeks.

e. Church Cleaning

Cleaning is performed weekly by one of the cleaning teams which are managed by Bob Jarratt. Times for cleaning vary depending on church bookings, if the church is to be used for a funeral for example the cleaning is done prior to the service to ensure it is clean and tidy – as noted in Appendix 3.

See **Appendix 6 Cleaning Guidelines for the Cleaning Teams** for detailed instructions.

f. Communion and cleaning supplies (Bob Jarratt)

Bob Jarratt monitors and orders supplies relating to Communion wine, wafers, candles, mineral water and cleaning materials.

The Communion requisites are ordered from **Ormsby of Scarisbrick Limited**, their website is **Ormsby.co.uk** and their telephone number is **01704 880294**. Their office is open from 0900 to 1700 hours Monday to Friday. Our account number is **Z01528**. The name of the lady who deals with the orders is Bernadette. The 'modus operandi' is for orders to be delivered to the Vicarage but during the interregnum they will be delivered to Bob's address or to the address of anyone covering for him. Bills are passed to the Treasurer. To avoid a hefty delivery charge the value of the order must exceed £150.00.

Wafers – RL recently changed to Concelebrant 5 3/4 ins. diameter wholemeal sealed edge wafers at £11.95 per pack of 25. 4 packs were ordered last time.

Wine – ordered in cases of 12 bottles of Sanctifex No. 3 red at £61.50.

Candles – large - 18x11/2" were £23.50 for 6; small 12x3/4" were £13.45 per pack of 25. All of the above are subject to VAT

Cleaning materials – polishes, brushes, refuse bags etc. are bought when required. Receipts are passed to the Treasurer as appropriate.

g. Flower Arrangements – looked after by the Church Flower Group

All flower arrangement associated equipment required can be found in the cupboard between the Choir Vestry such as:

- Scissors, oasis, bowls for soaked oasis blocks, pot tape.

Flowers can be bought from the Grange Flower Service (015395 34495) by Proctors – they are very helpful, the flowers last well and they give 20% discount for all churches, although flowers can be purchased from local shops and supermarkets.

Note: There is a lot of lovely foliage in the church grounds so there is no need to buy this.

h. Flying the Flag. (Michael Fieldhouse)

Flag flying days:

- February 6th Queens Accession
- Easter Day
- April 21st Queen's Birthday
- April 23rd St George's day
- Ascension
- Whit Sunday
- Early June Queens Official Birthday
- June 10th Duke of Edinburgh's Birthday
- Early November Remembrance Sunday
- November 14th Prince of Wales Birthday
- November 20th Queen's wedding anniversary
- Christmas Day

To put flag up: The flag staff key is kept on the key board hanging on the vestry wall. Get the George flag out of far left hand cupboard on right wall.

Approaching the flag pole, undo the flap and pull out the halyard and gently lower the rope.

Disconnect the weighted loop which drops to the ground, being careful to hold onto flagpole rope. To this attach the flag using toggle through loop.

The lower clip of flag is then attached to the weighted loop so now flag is inserted in the gap just created.

Pull the flag up to top of pole and lock rope in cleat.

Then use key to secure flap back on flagpole thus preventing anyone tampering with flag.

The key is returned to vestry and locked up.

To take flag down, do the operation in reverse, making sure the flag is aired before returning to cupboard.

This is easily done by spreading over radiator in vestry.

i. Gardening

A group of volunteers meets on the first Tuesday of the month to do any general tidying up duties necessary to keep the beds and hedges looking presentable.

Contact Peter Hogan (83568) as required for anything requiring attention in the church grounds or any of the church wardens.

j. Lawn Mowing Rota

A weekly rota is maintained by Steve Bell which is left at the back of church and people are asked to put their names down. A list of instructions is provided for them (see below) and Steve will provide instruction as required and will check that the lawn is mowed every couple of weeks.

In the autumn after last lawn cut, Peter Hogan will service the gardening equipment.

k. Lawn Mowing

- The lawn mower is kept in the Grave Diggers Shed, which is kept locked, and the key is kept on the key board in the Vicars Vestry.
- Petrol is stored in a petrol container in the Vicars WC. Please let Steve Bell (36789) know if petrol is running low.
- Put the throttle (on the left of the handle) on choke to start from cold. Otherwise start on "rabbit".
- To engage rotor push yellow button on the right in and pull handle it is attached to down.
- To engage wheels (and make life much easier) pull lower handle up.
- Don't mow the new graveyard which is on the other side of the hedge next to the church – this is a contractor's job.
- Please use the grass box for the area directly around the church and put the cuttings on the heap in the wooded area by the wall half way down the drive on the left by the school playground.
- To raise or lower the grass cut height - place your hand on top of the mower and press down. With your other hand lift the black handle on the body of the mower until the correct number is indicated on the stainless steel tube. Around the church use Level 3 and around the big tree use level 4.
- Be careful on the steep bank - you only need to do the bit you can reach. Also be careful when mowing around the shed behind the church - there is a metal mat in the grass and it can get caught in the blade.
- Allow about 1 hour to complete the task.
- The lawn needs mowing once every one or two weeks (depending on the weather and season) between April and October. There may be some strimming required on the bank – the gardening team look after this.

l. Lay Pastoral Visiting

St Mary's team consists of:

Avril Chadwick, Bob Jarratt, Elisabeth Arthurs, Chris Jones, (post-baptismal follow-ups), Hilary and Bryan Williams, Michael Fieldhouse and Isabel Davey.

Any referrals contact Avril on 32351 or Bob on 33698.

The team look after general visits for illness or support, however where pastoral visits are required for marriage and baptism they will normally be undertaken by a member of the Peninsular clergy team, unless otherwise directed by the Team Vicar (Nick Ash).

The team are notified through Avril or Bob regarding relevant follow up from the church wardens, vergers or clergy from church services, and can also be contacted by church members/congregation who become aware of a situation possibly requiring some sort of follow up (perhaps after social contact / during church service refreshments etc..)

m. Mothering Sunday Posies

Posies are provided by a working party on the Saturday morning prior to Mothering Sunday.

n. PCC Secretary Duties

- Dealing with information and returns from the Diocese.
- Keeping a file of all PCC minutes and associated papers.
- Keeping other records.

o. Pew Sheets (weekly)

Please inform John Arthurs by Thursday night each week, who will contact the Parish Office by first thing Friday at the latest, or notify Linda Brown directly at cptmoffice@gmail.com.

p. Music Group

The music group is managed by Frances Hogan and the music group usually has music practice every Monday evening throughout term time.

q. Publicity

Posters and magazine articles for social events and other events are designed by Janet Buckler. Gro Mousley creates the monthly event poster for the church notice boards but needs to be given the appropriate information.

r. Remembrance Sunday

The wreath is obtained from Sally in the council offices who will contact a church warden to confirm requirements. The wreath is to be picked up from the council offices a week or so beforehand, and will have the bill attached – to be forwarded to the treasurer.

Bugler: Adrian Turner, Lyncroft, Cartmel Rd, Allithwaite, Grange-Over-Sands, Cumbria, LA11 7QZ

Tel: 015395 34775

British Legion: Jack x Tel x

(Ilan to check details from Mike Lamb)

s. FUNERALS (CW and Verger Responsibilities)

Church Warden responsibilities:

The vicar and church wardens are responsible for the overall organisation of all St Mary's services including funeral services, burials, ashes internments, cemetery headstone management, weddings, baptisms/christenings.

It is suggested that the Funeral Details Sheet (see t. overleaf) is completed on notification by either the vicar or Funeral Director to ensure nothing is overlooked, this can then be forwarded to the responsible verger for information.

See also Appendix 2 Collections, Baptisms/Christenings, Weddings, Burials Headstones.

Verger(s) responsibilities:

Arrive at church about an hour before the service, the organist about half an hour beforehand.

SET UP CHURCH (BEFORE SERVICE)

1. Lighting – switch on all church lights.
2. Heating - switch on as required (in winter set up church heating system to come on a couple of hours prior to service using master heating control by vestry door in main church).
3. Make sure flowers are fresh if present (normally managed by the church flower arranging team).
4. Set out brass crosses and candlesticks on altars and light main altar candles
5. Sound system – usually 4 microphones: lectern, desk, stand by pulpit and radio microphone if required.
6. Set out hymn books if required (need hymn numbers on boards if used) and printed service sheets (usually provided by the funeral director).
7. Reserve seats for family members – first couple of rows either side of the church unless otherwise notified.
8. Put out collection plate on table at back of church including notice for charity to benefit.
9. Light candles on main altar.
10. Open double entrance doors.

NO bell ringing necessary

NOTES:

The lesson is usually set up by the Officiator who reads it.

Make sure the organist has the printed service sheet if there is one.

Sort out the relevant registers ready for signatures etc. as necessary.

Notify Pastoral Team (Bob/Avril) for follow up visit as required.

AFTER THE SERVICE:

1. Check the pews for anything left behind ASAP!

2. Count collection – 2 people usually to do this. Enter details in the Service Record book and put monies in the safe in an envelope with instructions to the Treasurer who it is to go to and the undertaker's name. Count number of attendees and add to Service Record book.
3. Restore the church, switch off lights etc.. and lock up.

t. Funeral details sheet

Deceased Name:

Date/Time:

Officiator:

Verger(s):

Undertaker:

Address:

.....

.....

Collection for:

Church cleaning team organised ...Yes/No

Burial in:

Cremation at:

Hymnbook:

Hymn numbers:

Service Sheet:

Organist:

Likely Attendance:

Central Heating:

Notify Clergy (Nick Ash and a Church Warden (Ian Davey or Amanda Fogg)
(tick as appropriate)

Notify Pastoral Team for follow up as required

Other Information:

u. Sacristan duties for Communion Services

8.00 am and 10.45 am Services

The sacristan rota is maintained by John Arthurs and is displayed at the back of the church on the Notice Board. St Mary's nominated Sacristans are trained and approved by the PCC usually at the APCM.

Before the Service

- 1) Arrive half an hour before the service start (7.30 for 8 o'clock service or 10.15 for 10.45 service)
- 2) Switch on water heater in the kitchen (needed for washing up)
- 3) Remove blue cover from communion table
- 4) Place chalice in the centre with a purificator and square cover on top
- 5) Place paten behind the chalice with 15 wafers (8.00) or 50 (10.45) wafers set on it and cover with a linen cloth
- 6) Place the veil over both chalice and paten
- 7) Place the burse on right of communion table
- 8) Fill 2 glass jugs half full (one with wine and the other with bottled water), place on table at side of altar, cover with purificators.
- 9) Fill wafer box with 5 wafers per section and place on table with jugs

After the Service

- 1) Wash chalice, paten and jugs thoroughly and ensure that they are dry before returning to safe (kitchen roll available in kitchen) - if no further communion service return to safe and replace blue cover on communion table, otherwise leave off for 10.45 service
- 2) Ensure kitchen water heater is switched off

Keys: The 8am Sacristans and Sidesmen have their own key to the safe. The Old Vicarage has keys to the church and vestry.

v. Sidespersons, Sacristan Readers, Readings, A/V and Prayer 8am and 10.45 – Rota

The rota includes the nominated Readers' and the Prayer/intercessions.

A new rota is produced every 6 months by John Arthurs, for the Sunday 8.00 and 10.45 services (and any other extra services as required - ***swaps can always be arranged, but please update the rota so that everyone is aware!***)

This rota is also emailed or hand delivered to everyone involved, and copies are posted on the notice boards in the Vicars Vestry and back of the church.

w. Duties of Welcome Team and Sidespeople

i) Welcome Stewards

Note: Welcome starts when people enter the building and ends when they leave.

There is a 2016 Welcome Rota which has been set up by Isabel Davey which is displayed at the back of the church. Changes to the rota may be made as required using other volunteers on the rota, please update the rota appropriately.

The PCC have suggested that the stewards wear a name badge with 'Welcome Steward / <Name>' on it, these are hung on the window hook on the wall alongside the welcome desk and have purple lanyards. It is suggested that stewards position themselves alongside the Collection table, to be visible, and are able to see people as they arrive as they pass the duty side persons on the door. Stewards are to welcome everyone as they enter and encourage visitors to move on to take a seat, to stop blockages around the welcome desk, and also to allow them to prepare for the service commencement.

Being aware of new people and visitors to St Mary's is important, perhaps ask for their names, and show them to available seats, maybe point out where the toilets are. Families with young children will be encouraged to join the congregation or sit in the childrens' area at the back of the church if they so wish.

At the end of the service, if possible, try to meet up with the new people offering them tea/coffee/drinks. If they appear to be relaxed and not overwhelmed introduce them to other church members.

This is not meant to be a prescriptive list of things to do, but St Mary's has always been a welcoming church and we just want to encourage people to feel at home and welcome.

These are important roles as they can affect the way people perceive what we are like as they enter and worship at St. Mary's.

ii) Sidespeople

All Services

Please arrive at least 30 minutes prior to the start of the service (see below). Keys can be collected from the Old Vicarage. Switch on the appropriate lights in the nave and chancel/sanctuary.

Give a warm welcome to all and provide people with the necessary hymn/service books and current Pew Sheets which contain notices and other information – large print copies are available on request.

Take the collection plate forward at the appropriate point in the service.

8am Service.

Before the service:

Unlock the church by 7:30am.

Turn on lights as required.

Retrieve brass candlesticks and crosses from the vestry and position on their respective altars, and the brass book rests on both communion tables.

Switch on the sound system - the key for the A/V Sound cupboard is in the vestry.

Note switch on the A/V system in the cupboard first (i.e. on the way in to church), then switch on main audio unit in the vestry afterwards.

See Appendix 4 A/V Instruction Sheet for the use of the A/V system

1. Place the Church Bible on the wooden lectern in front of the Lady Chapel and mark the day's readings.
2. Set out the Communion items if required.
3. Place the collection plate on the desk by the kitchen, not the welcome desk so that it is readily on view when the congregation enter the church.
4. Light the candles.
5. Ring the steeple bell.

After the Service

1. Extinguish the candles and leave in position for the next service.
2. Gather any service books and put away, retrieve any Pew sheets and put them back on the Welcome desk for the 10:45 service.
3. Clear away Communion items (silver items can be washed in the kitchen).
4. Switch off the sound system (switch off main audio unit first, then the A/V system in the cupboard).
5. Count the collection (must be done by two people - preferably NOT related!) and put in the safe, entering the amount first into the counting proforma and then the service register.
6. Lock the vestry door and switch off the lights – including the toilet.
7. Leave the church unlocked, returning the keys to the Old Vicarage.

10:45am Service.

Before the Service

1. Arrive at 10:00am (church should be unlocked but if not the keys are available from The Old Vicarage).
2. Switch on the sound system - the key for the A/V Sound cupboard is in the vestry. **Note** switch on the A/V system in the cupboard first (i.e. on the way in to church), then switch on main audio unit in the vestry afterwards.

See Appendix 4 A/V Instruction Sheet for the use of the A/V system

3. Place the Church Bible on the lectern and mark the day's readings.
4. Place the large collection plate on the desk by the kitchen, not the welcome desk so that it is readily on view when the congregation enter the church.
5. Light the candles (use a taper or the lighter which are found in the vestry).
6. Commence ringing the steeple bell at 10:40 until the service starts.

During the Service:

1. Take up the collection plate during the appropriate hymn (usually last hymn) and wait until the Officiant turns round after presenting the offering.
2. Count the number of people present at the service (Under 16's and Over 16's); these numbers are to be entered into the Service Register.
3. At Communion invite rows forward to receive communion.
4. Take Communion last, drawing attention to the Officiant if anyone requires Communion served in their seat.

After the Service

1. Collect books as people leave (and any Pew sheets left at seats). Look out for new faces and introduce them to other church members.
2. Snuff candles **but leave to cool**. Do not move just yet - see 7 below!
3. Return book rests and crosses to the vestry and replace with wooden (sanctuary) and metal (Lady Chapel) ones.
4. Ensure that the sound system has been switched off and locked (instructions in A/V cupboard - all this should have been done by the person on A/V duty).
5. Give numbers of people present to duty church warden for entry in Service Record book.
6. Count the collection (must be done by two people - preferably NOT related!) and put in the safe, entering the amount first into the counting proforma and then the Service Record book.
7. Return brass candlesticks to vestry - wax should be set by now but please be careful.
8. Ensure that all lights are turned off and the church locked. If keys were used from the Old Vicarage please return them.

If you are unable to perform your duties please arrange for someone to cover and ensure duty roster is updated with the change!

Remember that you are not only an ambassador of St. Mary's but of the Lord Jesus himself.

Baptism Services

- 1) Move small table to front of vicar's desk with candle and matches (NOT always needed – check with vicar)
- 2) Remove wooden font cover and fill a stone jug with warm (not too hot) water and place purificator (in drawer under amplifier) and baptism shell (in small chalice in the safe) on it.
- 3) After the service replace cover and return shell to safe

Weddings – attend rehearsal (usually the previous evening)

Show Best Man the toilets/go over housekeeping rules with him

Check whether service sheets/hymn books are required

Check whether kneelers/oak chairs for bride and groom are required

Find out where Reception is to be held (in case of lost property)

On the day

Open church doors at least 1 hour before the service – and switch on heating - if required

Lights/brassware/candles (if needed)

Put kneelers in position and chairs for bride and groom if required

Put out Collection Plate if required

Set out readings if required

Open double doors

Reserve front pews (1st two rows on both sides) & put out service sheets/books

After service

Encourage photography in church if wet or inclement weather

Count collection and record in Service Register – also numbers attending

Check pews for any articles left behind

Social Events

These are usually co-ordinated events planned by St Mary's Social Committee which usually meets at the beginning of the year to plan a varied programme of social activities.

Please ensure all social events are booked into the Church Diary, and also complete the Church Diary Event Notification Form so that details can be forwarded to Emma Jackson for inclusion on the Church Calendar on the website.

It is very important that all church events are booked into the Church Diary as well as the website Calendar, in case the hard copy Church Diary is misplaced.

x. AT THE END OF ALL SERVICES

- before leaving ensure that the sound system is switched off
- the brassware etc. has been put away
- all electrical items are switched off as directed
- the safe and vestry are locked,
- all lights including both toilets are switched off.

Sound system see Appendix 4

An A/V procedure sheet has been prepared by John Arthurs, there are 3 copies of this document

- one in this folder
- one with the A/V system
- one on the Vicars Vestry noticeboard

PLEASE NOTE – only trained people should be using the sound system

Appendix 1 (notes from Roger Latham)

ESSENTIAL INFORMATION ABOUT ST MARY'S

Regular Sunday Services

Services are planned by the Rector and Readers, and a rota for Sidespeople, sacristans, readers, readings A/V intercessor are derived from the planned services as appropriate by John Arthurs, which is displayed on the notice board at the back of the church.

Music is currently being co-ordinated by Frances Hogan with supporting team.

One-Off Services

Christingle

Normally is a Family Service at beginning of December. Christingles are made by a working party in church on the Saturday before. Oranges ordered from Paula and Phil at the Post Office (usually for free, but we always offer to pay).

The Christmas tree is usually ordered by Alan and is erected in early December by a couple of volunteers. Decorations are traditionally put up by a working party of Sunday School/ School families assembled ad-hoc from the congregation. All Christmas decorations are stored in boxes in the Vicars vestry above the cupboards.

Christmas

The normal pattern in recent years is as follows:

Sunday before Christmas Service of lessons and Carols at 10.45.

Christmas Eve	4.00pm Children's Service (incl. assembling of crib) 11.15pm Midnight Communion – will need Sidespeople, organist, readers and sacristan/Eucharistic assistant – we have our own liturgy for this service in the vestry
Christmas Day	8.00am Holy Communion BCP – will need sacristan if not on a Sunday and therefore covered by rota 10.00am Family Communion – if not on Sunday will need Sidespeople, sacristan and reader/s – use either Team liturgy or our own in vestry
Mothering Sunday	Posies are provided by working party on the Saturday morning – a co-ordinator is needed.
Easter	Normal Pattern as follows:
Maundy Thursday	No set pattern at present – maybe return to Agape supper as in former years, continue with a short Service of the Word, or combine with other Team churches as we have done recently
Good Friday	2.00pm Service of the Word – liturgies in vestry – needs Sidespeople, organist and reader
Easter	8.00am Holy Communion BCP – covered by rota 10.45am Family Communion – tend to use Team liturgy

Pentecost	Now invariably a Team Service, but formally needs PCC approval so needs to be on agenda early in the year.
Remembrance Sunday	Adrian Turner – bugle player – 34775 (07821813062) Grange Council normally contact a church warden in late September/early October to ask if we want a wreath, which they order from the British legion and which costs £15.
Baptisms	Baptisms will channel through the parish office.
Weddings	See Baptism Checklist page 14.
Funerals	Weddings will also channel through Parish Office. See Weddings section page 14.

Funerals are covered by a separate process see Appendix 2

General Administration and Paperwork

John Arthurs has been briefed on what is necessary to keep registers and burial records up to date. John also knows that we need to submit a quarterly return of marriages to the registrar which must be signed by a clerk in holy orders, and an annual return of attendance to the Church Commissioners, which should come direct to him.

We have a CCLI copyright licence which renews annually. A report needs to be compiled of all copyright songs of which we make a copy in print or for projection – this can be done electronically over the internet. This is rare these days as we have built up a repertoire in recent years.

Home Communions

These are covered by the Pastoral Team and a list is maintained by Avril Chadwick, a copy of which is maintained in the black folder.

Below is an example general list which is maintained and updated as appropriate by the Pastoral team/Avril:

Nursing Homes:	all monthly
Boarbank Hall	Dick Haigh
Cartmel Grange	Bryan Williams
Old Vicarage	Elizabeth Arthurs will visit regularly with pastor cover as required.

Appendix 2: Churchwarden Responsibilities for Service Collections, Baptisms/Christenings, Weddings, Burials, Headstones, associated Home Visits

Appendix 3: Guidance on Burials, Regulations for the Garden of Remembrance

Appendix 4: A/V Instruction Sheet

Appendix 5: Information Leaflets

Appendix 6: Cleaning Guidelines for the Cleaning Teams