Guide to Sundays at St John's

The aim of this guide is to provide help to the many volunteers who support the smooth running of St John's each Sunday. We are so grateful to you, and thank you for your commitment to serving God in his Church.

Opening & closing of the church

Typically the worship team will be in early on Sundays and therefore the building will already be open. However if not, then keys can be located in the lockbox at the church hall entrance beside the kitchen emergency door. A code is available from the church office. The church building is alarmed. If it is triggered when you arrive, key in the alarm code. The code will be provided by office staff.

When closing please ensure that the alarm is set by keying in the alarm code beside the office door. The alarm code is available from the office.

Lights

There are a series of light combinations that can be used. There are two sets of switches - one at the entrance and the other in the choir room at the rear. The halogen lights that are recessed into the corners of the ceilings are very expensive to run so find the right combination of main lights and others to provide sufficient lighting. It is important that the lights in the sanctuary are lit for Sundays.

School Gates

The key for the opening of the school gates can be found inside the lights switch box immediately to the left of the entrance. Please ensure the gates are locked before you leave.

Audio & Visual

All audio and visual equipment will be managed by the AV Team. The team should always aim to arrive at the same time as the worship team. This is essential so that any technical issues are addressed with adequate time and also to provide support to the worship team and the rector.

There are a set of rolling slides advertising events. Please ensure these commence no later than 11:15.

At the end of the service, background music should be put on while refreshments are being served. A member of worship team or AV team should stay around to switch off all equipment.

Worship Team

Where possible, any practicing should stop once people arrive for the morning service. At the latest rehearsals should end at 11:15 to allow time for prayer etc. if the rector is running late from his previous service, please ensure you gather in the back choir room to pray - don't wait for him.

Communion

Communion is served on the first Sunday of every month unless otherwise advised. It is the responsibility of the welcome team to set out the communion for Rev. Jonny. All items can be found in the choir room (cupboard) and all silver is found in the safe. Access to the safe is via a key which the office administrator has access to. For every communion service, two silver cups and two silver plates and two tweezers and one silver jug should be taken from the safe and placed on the communion table. The jug should be filled with sufficient wine to fill both cups. Rev Jonny will set everything up.

Individual cups should also be set up on 2 silver trays. Approx 50 cups are required and should be filled with a very small amount of wine using the squeezy bottles.

If wine is running low, please let the parish administrator know as soon as possible.

Giving

At the end of the service, the giving baskets should be emptied. Loose cash should be counted and the amount entered into the preacher's book. All money and envelopes should be placed in the safe.

Preacher's Book

A preachers' book is kept in the choir room at the rear of the church. In it, the welcome team should insert details about the service – the date, the liturgical Sunday name (see https://www.churchofireland.org/prayer-worship/lectionary/this-sunday) , number of people attending, number of people who took communion etc. If in doubt, please speak with the Rector.

Tidying

Before and after services, it is good to do a general check around the church building and clear away any rubbish.