

St Mark's Church, Beadle Rota
Beadle Duties
Ensure a fair distribution of the work with your partner

External - on arrival

Unlock both pedestrian side gates at back and front of church.
Unlock side gates on front steps of church.
Sweep down and clean side passage and front steps and entrance area.
Open main front doors.
Open both hall doors (to ensure security not until Choir/Sunday School in attendance).

Internal - prior to service

Check general condition of hall and church (broken windows etc) and take any necessary action.
Switch on appropriate lighting for hall and church, switch on vestibule heaters as required.
Provide offering plates and position vestibule pedestals.
Check clock and wind. (Until further notice this is no longer required)
Switch on lift and have ready at hall level.
Display hymn numbers on both boards at chancel area.
Uncover pulpit fall.
Provide cold water for minister on communion table and in pulpit. **(Please run tap to ensure COLD)**
Mark readings in lectern bible
Provide Orders of Service for choir (Bibles/Hymn Books & OoS for Elders at Communion).
Provide Orders of Service and Hymn Books for Sunday School.
Position offering pedestals (allow sufficient room for Choir/Choral Group for Anthem).
Switch on Sound System using new external switch (do not open cupboard or adjust settings) and check microphones are on.
Check minister's lapel microphone in vestry.
Check with minister on her arrival for any special requirements (eg baptism arrangements).
One beadle to be at lift in hall to provide assistance and to provide Hymn Books etc.
Bring in Pulpit Bible 5 Minutes before start of service
Accompany minister into sanctuary at start of service.
Thereafter check and lock hall doors, close (**don't lock**) church doors, switch off vestibule lighting.

Internal - after service

During last hymn open front doors; switch on vestibule lighting.
After Benediction open and hook back church exit doors.
Clear chancel area of water glasses etc.
Return pulpit Bible to vestry.
Cover pulpit fall.
Switch off sound system using new external switch.
After duty elders have finished in Deacons' Room switch off all lighting, check security of church and hall including lock gates at front steps, and ensure main doors secured, switch off vestibule heating.
Return lift to church level and switch off.
Check security of hall, switch off all lights etc.
Lock hall doors.

External - after service

Lock both pedestrian side gates.
Subsequently return keys to office or arrange transfer to next week's Beadles.

Please note, when there is an afternoon service the duty beadles are responsible for the security etc of the building until the end of that service and for locking the building and gates.