

# Church Duties

Version 5 (2024\_01\_25)

## 5 Yearly (Quinquennial) Duties

Ref	Item	Who to contact /email/phone	Responsibility	Date last performed
Q1	Arrange for 5 yearly church inspection at Eccleston		John Richards keeps records to show to the Dean and inspector on next visit.	October 2022
Q2	Arrange for 5 yearly church inspection at Pulford		Sue Payne keeps records to show the Dean and inspector on next visit.	Pulford March 2021

## Annual Duties

Ref	Item	Contact person/company	Contact Phone/Email	Date last performed
A1	PAT testing	Simon Jones	enquiries@simonjones-electrical.co.uk	Dec 2023
A2	Web space domain hosting renewal with one.com		One.com (Ecclestonandpulfordchurches.org)	May 2022
A3	Grand and upright piano servicing	Garry Holmes		Nov 2023
A4	Fire extinguisher servicing	Cloughton Fire Protection	www.cloughtonfire.co.uk	Nov 2023
A5	Annual Clock Service	Kirstie Davies	SmithOfDerby.com (Territory Planner) <a href="mailto:Kirstie.Davies@smithofderby.com">Kirstie.Davies@smithofderby.com</a> Tel: 07800689406	17/01/24
A6	Renew Green Waste Collection with council (March)	Cheshire County Council	<a href="#">Garden waste collection   Cheshire West and Chester Council</a> (use "2 Church View" as address for Eccleston)	March
A7	Organ Tuning	Edwards and Co. ( Tel: 01244 676504)	<a href="#">Edwards &amp; Co Pipe Organ Builders Repair, Maintenance, Tuning and Design of Musical Instruments (imit.org.uk)</a>	December 2022

## Monthly Duties

Ref	Item	Notes/Responsibility
M1	Print out <b>Service Times</b> for locked glass cabinets.	Steve Hutch to do this for Eccleston.
M2	Update <b>Website</b> to add service times for month / readers / prayer leads and sides-persons (Hilary creates these rotas)	Steve Hutch
M3	Take <b>plate collection</b> money to NatWest after completing the monthly takings form.	Steve Hutch.
M4	Monitor <b>Oil Level</b> at Eccleston and let John Richards know when meter shows 2 bars (or less)	Steve Hutch.
M5	Read Water Meter (and add to table)	Steve Hutch
M6	Read Electric meter (day and night readings)	Steve Hutch

## Weekly/Fortnightly Duties

Ref	Item	Notes
W1	Edit/compile and email <b>newsletter</b> to the 3 dist. lists (ChoirPCC, Eccleston and Pulford)	Steve Hutch
W2	Count and record <b>plate collection</b> money after Sunday Service (& put in safe)	Sidesperson with Julie Rowland (See Rota)
W3	Ensure <b>Card reader</b> is charged and available for each service.	Julie or Steve Hutch

## Irregular Duties (Unplanned events)

Ref	Item	Who to contact	Notes
IR1	Inform <b>Tour Guide</b> Centre of church weddings (to avoid clashes)	Liz Roberts (Town Councillor) Lizroberts125@gmail.com	John does this.
IR2	Order/Print out more service sheets when needed		Dr Steve Torr has arranged this.
IR3	Print out wedding attendance forms / Vestry Collection forms / Marriage Documents / Habitual Connection Forms for back of church.	All documents on website (under Resources section). Original word files maintained by Steve Hutch	Steve Hutch does this.
IR4	Update Website as needed	Admin @ecclestonandpulfordchurches.org	Steve Hutch does this.
IR5	Maintain distribution lists for both churches and PCC/choir dist. List.	Admin @ecclestonandpulfordchurches.org	Steve Hutch does this.
IR6	Replace blown bulbs in church.	Steve Hutch	
IR7	Maintain church noticeboard (safeguarding posters etc)	Someone is doing this. Not sure who.	
IR8	Replace batteries in sanctuary lamp / wireless speakers as required.	Steve Hutch	
IR9	All requests via website for Baptisms/Weddings/Funerals/Interment of ashes to be acknowledged and passed on to Rector.	John Richards passes these onto Dr Steve Torr	
IR10	Update Rectors board (as needed)	David Kynaston davidkynaston.co.uk	He is waiting for warmer weather
IR11	Manage Eccleston and Pulford Church presence on the "AChurchnearyou.org" website.	Steve Hutch	
IR12	Arrange cover when Rector is on holiday	John Richards has contact details for Rev Attwater, Samuels, Mosley etc.	
IR13	Order more wafers/wine/candles when required.	F.A. Dumont Fadumont.co.uk	
IR14	Change Altar Frontals for each new church season	Steve Hutch & Julie	

## Duties performed by other parties

Ref	Item	Who	When/Last Performed
O1	Grass cutting and cemetery / grounds maintenance	Eton Estate	Weekly?
O2	Ordering and payment of oil delivery	John Richards	Annually (Jan 2024)
O3	Submission of readings and payment of Electric / Water bills	Treasurer	Quarterly
O4	Opening and Closing Church every day <b>(and check heating turned off in the vestry in Summer)</b>	Verger (Julie Rowland)	Daily
O5	Arrange insurance for church building	Treasurer	Annually
O6	Dress and clear altar before and after every HC service (i.e. all services apart from Messy Church and All Age service)	Verger (Julie Rowland)	each service
O7	Organise PCC meetings and AGM and book Pulford/Eccleston village hall for meeting.	PCC Secretary	Each
O8	Sidesperson duties	See ROTA (organised by Hilary Garard)	Weekly.
O9	Meet with someone(?) from Eaton Estate to discuss Eccleston Church requirements/maintenance.	PCC Secretary (Andrew Wilkinson)	?