

# Eccleston and Pulford Church Duties

Version 8 (2024\_05\_11)

## 1 - 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

## 2 - 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	Eccleston Grand and upright piano servicing	Garry Holmes		Nov 2023
A4	Fire extinguisher servicing for Eccleston and Pulford	Claughton Fire Protection	www.claughtonfire.co.uk	Nov 2023
A5	Annual Clock Service for Eccleston and Pulford	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) [Eccleston]	Cheshire County Council	<a href="#">Garden waste collection   Cheshire West and Chester Council</a> (use "2 Church View" as address for Eccleston)	March 2024
A7	Organ Tuning Eccleston	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
A8	Organ Tuning/Pulford	?	?	?
A9	Compile Warden's report for Annual Parish Council Meeting (APCM)		Church Warden	8 <sup>th</sup> May 2024

### 3 - Monthly Duties

Ref	Item	Notes/Responsibility
M1	Print out <b>Service Times</b> for locked glass cabinets.	Church Warden
M2	Update <b>Website</b> to add service times for month / readers / prayer leads and sides-persons (Hilary creates these rotas)	Website Admin
M3	Complete the monthly takings excel spreadsheet then either take the <b>plate collection</b> money to NatWest or hand to treasurer.	Church Warden
M4	Monitor <b>Oil Level</b> at Eccleston and let Bridget know when meter shows 2 bars (or less)	Eccleston Warden
M5	Read Water Meter (and add to table)	Church Warden
M6	Read Electric meter (day and night readings)	Church Warden

### 4 - Weekly/Fortnightly Duties

Ref	Item	Notes
W1	Edit/compile and email <b>newsletter</b> to the 3 dist. lists (ChoirPCC, Eccleston and Pulford)	Newsletter Editor
W2	Count and record <b>plate collection</b> money after Sunday Service (& put in safe)	Sidesperson with Verger
W3	Ensure <b>Card reader</b> is charged and available for each service.	Verger or Sidesperson/Warden
W4	Prepare altar for Holy Communion (set out wafers/wine/water/chalice)	Verger

### 5 - Daily Duties

Ref	Item	Who
D1	Unlock and open church in the morning. Lock and close church in the evening	Verger

## 6 - Irregular Duties (Unplanned events)

Ref	Item	Who to contact	Notes
IR1	Inform <b>Tour Guide</b> Centre of church weddings (to avoid clashes)	Warden to email Liz Roberts (Town Councillor) Lizroberts125@gmail.com	Eccleston only?
IR2	Order/Print out more service sheets when needed	Rector	
IR3	Print out wedding attendance forms / Vestry Collection forms / Marriage Documents / Habitual Connection Forms for back of Eccleston church.	All documents on website (under Resources section). Original word files maintained by Website Admin.	
IR4	Update Website as needed	Website Admin	
IR5	Maintain distribution lists for both churches and PCC/choir dist. List.	Website Admin	
IR6	Replace blown bulbs in church.	Church Wardens	
IR7	Maintain church noticeboard (safeguarding posters etc)	Church Wardens.	
IR8	Replace batteries in sanctuary lamp / wireless speakers as required.	Church Wardens	
IR9	All requests via website for Baptisms/Weddings/Funerals/Interment of ashes to be acknowledged and passed on to Rector.	Website Admin.	
IR10	Update Rectors board (as needed)	David Kynaston davidkynaston.co.uk	
IR11	Manage Eccleston and Pulford Church presence on the "AChurchnearyou.org" website.	Website Admin.	
IR12	Arrange cover when Rector is on holiday	Church Warden to email Rev Attwater, Samuels, Mosley etc. (John has email details)	
IR13	Order more wafers/wine/candles when required.	Warden to order from F.A. Dumont Fadumont.co.uk	
IR14	Change Altar Frontals for each new church season (and ensure maintenance / repair / replacement of frontals as needed)	Church Wardens	
IR15	Create Warden's Report for PCC Meetings	Church Wardens	
IR16	Adjust Church Clock as needed (1hr forwards or backwards and when losing time)	Church Wardens	
IR17	Monitor water in font and top up prior to Baptisms if needed.	Church Wardens.	
IR18	Respond to phone calls and route as needed	Church Wardens.	

## 7 - Duties performed by other parties

Ref	Item	Who	When/Last Performed
OP1	Grass cutting and cemetery / grounds maintenance at Eccleston	Eton Estate	Weekly?
OP2	Ordering and payment of oil delivery	Treasurer	Annually (Jan 2024)
OP3	Submission of readings and payment of Electric / Water bills	Treasurer	Quarterly
OP4	Opening and Closing Church every day <i>(and check heating turned off in the vestry in Summer)</i>	Verger	Daily
OP5	Arrange insurance for church building	Treasurer	Annually
OP6	Dress and clear altar before and after every HC service (i.e. all services apart from Messy Church and All Age service)	Verger	every service
OP7	Organise PCC meetings and AGM and book Pulford/Eccleston village hall for meeting.	PCC Secretary	Quarterly
OP8	Sidesperson rota (Eccleston only) & reader & prayer lead rota	The sidesperson, reader, prayer lead rota is done by Hilary Garrard	Quarterly
OP9	<i>Meet with someone(?) from Eaton Estate to discuss Eccleston Church requirements/maintenance.</i>	<i>PCC Secretary (Andrew Wilkinson) &amp; ?</i>	<i>?</i>
OP10	<i>Grass Cutting and cemetery / grounds maintenance at Pulford</i>	<i>?</i>	<i>?</i>