

Duty Warden Meeting

Notes taken on Monday 17th July 2023 in St Mary's Church, Bridport

Seventeen attendees (listed below). Lesley Hill led the meeting on behalf of Canon Deb.

LH extended a warm welcome to all (from the long serving Graham Williams 20+ years to Chris Hilburn of only 3 days) who serve our churches. Tonight's aim is to try to share good practice across the parish through three parts:

- To review current arrangements
- To share good practice
- To support effective forward planning

LH opened with prayer.

Our reading: Chronicles 9: 24 – 29

Definite organisation and division of roles, each appointed to special tasks.

Consider:

How easy is it for us to worship when we are on duty?

We paused to reflect on our own service, thinking about the role of verger/duty warden:

1. Why do you do what you do?
2. What aspects of the role work well?
3. What things could be improved?

We divided into mixed groups of 4 for discussion. Feedback:

| | |
|----------|--|
| 1 | - <i>Not taken</i> |
| 2 | <ul style="list-style-type: none">▪ SMWAL - Check list of tasks for setting up for a service. Good for training, as an aide memoire; for ticking off as each task is completed.▪ HTBRA - Information Folder for duty wardens. (It includes rotas; intercessors, readers, welcomers, First aid, contact details for changing dates.) * <i>Julia to check if there's an electronic version which could be circulated.</i>▪ SMBRI - laminated sheet of photos of the elements used when setting up for HC. (Some priests prefer to set up themselves.)▪ Suggest - Basic instructions for new members so that they feel comfortable as they begin their role. Ask, what is worrying them?▪ SSALL – Graham is the only one who prepares the church. Is this a concern?▪ HTBRA - relaxed about things if they go wrong. |
| 3 | <ul style="list-style-type: none">▪ LH – Calm ordered start to worship. Be aware of not busily rushing around as people are trying to prepare to worship.▪ Large print Order of Services and hymn books.▪ Badges to identify the Welcomers.▪ Succession planning for when people are away or so they can retire without leaving a gap.▪ To identify emergency procedure for those rare occasions when needed. e.g. Training for a fire, if someone collapses, if there's a disturbance or a safeguarding incident. (Identify procedures, stop the service, who to take control, who has medical training, is there a wheelchair, identify A and B tasks for duty wardens to do.) |

Duty Warden Meeting

| | |
|--|---|
| | <ul style="list-style-type: none"> ▪ Prepare a document of general principles and then adapt for each church building. Mike Gittins (Parish Health and Safety Officer) – to be included. ▪ Safeguarding issues – lone working, risk assessment for tasks, if you receive a disclosure. Refer to parish SG policy. |
|--|---|

Review:

Looking at the outline for the coming year a paper was circulated illustrating the colours and proportions of the church year through the church festivals.

Pattern of church year, showing the pressure points, we're not called to be exhausted so we should relax and engage in more reflective practice when it's less busy. 'Ordinary' time for planning.

1. What do you notice?
2. What things raise issues for you?

| | | |
|---|---|---|
| 1 | Easter 2024 – 5 th Sunday what does it mean for our pattern of worship? Ordinary time in February 2024 is only 2 Sundays long. | |
| 2 | Establish Emergency procedures through role play. | Fire, medical concern, a disturbed person or safeguarding incident. |
| | Advent, Christmas & Epiphany Festival season. | Forward planning in order to avoid conflicts/clashes across the parish. |

Planning:

1. What do we need to think about now?
2. When should we meet again?

| | |
|---|--|
| 1 | Monday 18 September 2023 at 2pm in SMBRI – a meeting to include updates from churches who have adopted any of today's shared ideas. The main item will be Emergency Procedures. |
| 2 | Tuesday 10 October 2023 at 7pm in SMBRI – a meeting to discuss plans for the Festival seasons. |

In attendance on 17 July 2023:

| | | | |
|----------|----------|---------|----------------|
| John | Adams | Mike | Thomas |
| Steve | Bartlett | Tyrone | Trower |
| Peter | Carnell | Bridget | Trump |
| James | Craddock | Chris | Wellman-Herold |
| Michele | Craddock | Julia | Whiting |
| Annie | Gordon | Graham | Williams |
| Chris | Hilburn | Rosi | Wilton |
| Lesley | Hill | Peter | Wright |
| Rosemary | Russell | | |