

Itchingfield PCC - Roles and Responsibilities

Site Manager

Key Tasks

- **Main Key Holder**
- **Set heating controls to suit planned services**
- **Keep a watchful eye on Security of the Church Building**

Regular Duties

- **Unlock church building soon after dawn in winter months and by 9a at other times**
- **Unlock church building by 7.30 am when there is an 8 am Communion Service**
- **Lock church usually before dusk in winter months and late evening at other times and after ringing practice on Fridays**
- **Arrange for stand-ins for the above duties, when away**
- **Set heating controller to provide church heating appropriate to planned services, whether on Sundays or other times**
- **Put out the wheelie bins for emptying**
- **Put out road cones, with an appropriate notice for weddings and funerals, in order to ensure that there is parking space for essential participants**
- **Keep a general watch on church security**
- **Tidy the church, if necessary, after services**
- **Set mouse traps and dispose of any mice caught**