

St Nicolas Itchingfield - Who Does What

Role	Responsibility	Current holder
Churchyard Management	Maintenance Compliance with rules Agree headstones and additional inscriptions Update monumental inscriptions log	Paul Hallett Tony Tony Mary
Building Management	Site management (opening/locking) Heating operation Maintenance programme and repairs Security/keys	Gay Banks + Diana Tony Tony, D Redston, R Dorkings Tony
Services	Booking village hall Acquiring organists	Tony
Burials	Determine plot location Update burials database and location plan	Tony Paul/Mary
Registers	Write up registers and certificates Submit returns to the Registrar in Horsham	Wendy
Music	Provision of musicians Hymns/songs Choir Music group Organ maintenance	Tony/Mags Fisher
Fundraising	Stewardship Grant Applications Events	Maurice Nicholls
Health & Safety	H & S policy Regular checks Training sidesmen	Tony
Church notices	Preparing 4 Notices for next Sunday Preparing list of forthcoming services for main noticeboard Preparing notice board for the Green	Chris and Martin Hennock
Publish monthly rota	To collect all the details of planned services and events	Chris Hennock (with input from

	Prepare the monthly rota Distribute the rota	Tony and Mags)
Home Group	Leader	Carol
Records	Log book/Inventory	Wendy
PCC Secretary	Role defined (on website)	Mary Slaney
PCC Treasurer	Role defined (on website)	Paul Hallett
Electoral Roll Officer	Role defined (on website)	Paul Hallett
Child Protection Officer	Role defined (on website)	Debbie Stamp
Sacristan	Role defined (on website)	Wendy/Ann
Website manager	Update website Deal with/pass on enquiries from website	Mary
Bellringers	Tower Captain	Miriam Coghill
Flower arrangers	Manage the rota Liaise with wedding parties	Sandra Morfey
Cleaning	Manage the rota	David Redston