

Role Guide

Team: Housekeeping (10:30am)



Role: Lock Church & Hall

The big picture

The final lock-up role protects the buildings and their contents and ensures that St Peter's is left safe and secure after Sunday activities have finished.

At the same time, please allow people reasonable time to finish conversations and leave naturally.

Your role

You are responsible for the final check and lock-up of both the church and the Church Hall.

Be prepared to be among the last people to leave.

Before locking

First take a quick look around and make sure the buildings have been properly reset.

Check that:

- furniture is in its proper place;
- obvious rubbish has been cleared;
- lights are off where appropriate;
- kitchens have been left clean and tidy;
- toilets have been checked;
- no one has inadvertently been left in either building;
- any obvious security or maintenance concern has been noticed.

Do not lock the step-free access route until you are confident that everyone who needs it has left.

Church

Before leaving the church:

- check the main areas are tidy;
- secure the South Door and High Street gate;
- check the vestry is secure;
- check the kitchen and toilets;
- turn off the appropriate lights;
- secure the West Door and North Hill gate.

Church Hall

Before locking the Hall:

- make sure the Hall has been reset;
- check the furniture is in the right place;
- make sure lights are off;
- check that the kitchen is clean and appliances are off as appropriate;
- check that the toilets are clean and ready;
- make sure the office door is closed;
- check that no one remains in any side room.

Then lock the three external doors, using the Yale and deadlock as appropriate.

If something is wrong

If a lock will not work, someone is still in the building, or you encounter anything which feels unsafe, do not simply leave it unresolved.

Contact the Vicar, a churchwarden or the church office.

Last updated: October 2026