

Role Guide

Team: Housekeeping (10:30am)



Role: Record Congregation Count

The big picture

Accurate attendance figures help St Peter's maintain the required service register and understand patterns in the life of the church.

Your role

You are responsible for recording two figures for the 10:30am service:

- under 16s
- over 16s

What to do

Take the count once attendance is reasonably settled. During the second hymn is often the best time.

Please:

- count everyone present as accurately as reasonably possible;
- record under-16s and over-16s separately;
- include children who have attended SPK;
- move discreetly if necessary to see around pillars or into less visible parts of the church;
- avoid making people feel they are being individually scrutinised;
- enter both figures clearly in the service register in the vestry.

If you are genuinely unsure about the count, ask the Vicar rather than guessing.

Last updated: October 2026