

Role Guide

Team: Housekeeping (10:30am)



Role: Unlock Church

The big picture

The church needs to be open and ready in good time for musicians, service leaders, catering, SPK and others who need to prepare before the service.

Your role

Your responsibility is to make sure the church is open and accessible by 9:15am.

What to do

Please arrive in time to have the church fully open by 9:15am.

Open the normal access points:

- North Hill churchyard gate;
- West Door;
- South Door;
- High Street gate / step-free access route.

Turn on the lights needed for safe access and preparation.

Keys and security

Please:

- use the keys only for the agreed purpose;
- return them promptly to their normal place after use;
- be aware that you may initially be one of very few people on site;
- do not put yourself at risk if anything seems unusual.

If a gate, lock or door is not working correctly, tell the church office, Vicar or a churchwarden.

Last updated: October 2026