

## Who does what at St Sampson's Church – August 2013

Activity / Role	Person	Comments
Altar Linen	Sue Impey	
Administrative enquiries Parish admin assistant	Sue Clover	Wed – Fri 10 – 1pm Tel 750300
Baptism Preparation	Shirley Danby, Suzi Tipper	
Bell Ringers	Charles Russell, Nick Dye, Mike Lee, Brian Danby, Peter Giles, Davina Giles, Adina Grace, Ann Garnett, Cynthia Howell	
Bookings for weddings & baptisms	Pam Cowler	Sat 9.30 - 10.30 in Parish Office
Brass Cleaning	TBC	
Candle ordering	Paul Fray, Sue Clover	Also for Votive stand
Chalice assistants	David Bell, Rob Hyde-Bales Margaret Rickards, Avril Fray, Paul Fray, Rob Crow, Barbara Smith, Bruce Valpy, Amlyn Ramage, Eric Cripps (8 am & Wednesdays) and all LLMs	
Choir members	John Hickman, Tanya Garstone May New, Bob Hardy, Keith Overton Phyllis Overton, Dave Rowley, Rosemarie Saunders, Laurey Saunders, Vic Gilks, Charlotte Coombes, Joshua Coombes, Nicky Artus, Brian Danby, Amanda Coleman and Phoebe Coleman	
Chronicle – monthly input	Adina Grace, Shirley Danby	Town Magazine
Church cleaning	Paul Fray	
Churches Together Reps	Pam Cowler, Suzi Tipper	
Churchyard maintenance	Town Council	
Clergy Priest in Charge Assistant Curate - Assistant Minister Assistant Retired Minister Lay Ministers	Situation Vacant Reverend Dr Shirley Danby  Reverend Anthony Fletcher Michael Potter Katy Bell Peter Tuck Suzi Tipper Pam Cowler (PTO)	
Coffee rota	Avril Fray	
Communion linen (purificators)	Keith and Phyllis Overton	
Communion wine & wafers	Sue Clover	
Deanery Synod Rep	Pam Cowler	
Director of music and choir director	Sarah Townsend	Practice alt Fridays 7-8pm
Dustbins	Den Burgess	Fortnightly on Tuesdays
Electoral Roll Officer	Sue Bottomley	
Evensong Co-ordinator	Pam Cowler	

Faculty Applications	Adina Grace	
Fairtrade Rep	Sarah Smith	
Flower ladies	Val Atkinson, Sue Impey Gloria Light, Sue Myers, Barbara Smith, Chris Archer, Adina Grace, Jane Fletcher, Mary Faulkner	
Foundation Governors, St Sampson's C of E Junior School	Ian Wallis, Shirley Danby	1 vacancy
Funerals	Shirley Danby, Suzi Tipper, Peter Tuck	
Informal Worship co- ordinators	Matt Smith, Graham, Light, Katy Bell	4 <sup>th</sup> Sunday afternoon
Intercessors rota	Pam Cowler	
Jenner Hall liaison	Clare Bowen	
Keyholders	Katy Bell, Brian Danby (bellringers), Margaret Rickards, Adina Grace, Paul Fray, Sarah Townsend, Sue Clover (parish office), Mary Faulkner, Rob Crow, Den Burgess, Eric Cripps	
Kitchen – cleaning - provisioning	Avril and Paul Fray	
Leadership Team	Shirley Danby Adina Grace Katy Bell Graham Light Marilyn Sweet Bruce Valpy	
Marriage Prep team	Florence Muskett, Sue Clover (admin), Avril & Paul Fray, Sarah & Matt Smith, Jo and Bruce Valpy (+ David Clover, Linda Tuck)	
Messy Church co-ordinator	Suzi Tipper	1 <sup>st</sup> Sunday 4pm
Monthly Newsletter	Sharon Smith	
Music Group	Bramwell Blyth, David Bell Barbara Smith Kate Crow, Nici Grinham, Claire Hoad Clare Roberts Matt Smith Marilyn Sweet	Keyboard/piano Drums Flute Flute Oboe Violin Piano Guitar Guitar
Notice Boards	Pam Cowler, Adina Grace	
Open the Book assemblies	Kate Crow and team:- John Hickman, Laura Mulcock, Margaret Rickards, Katy Bell	(& Ken Wilkinson, Wendy Bremner, Christina Dreher from CUC)
Organist	Sarah Townsend	
Parochial Church Council	Shirley Danby Adina Grace - Church Warden Paul Fray – Church Warden Rob Hyde-Bales – Vice chair Katy Bell	

	Clare Bowen - Treasurer Rob Crow Pam Cowler Nick Dye Tim Pulleyn Rosemarie Saunders Matt Smith Jo Valpy Secretary – Position vacant	
Readers' rota	Pam Cowler	
Replenishing and tidying of Children's Corner	Jo Valpy	
Recycling glass/paper	Paul Fray, Adina Grace	
S club	Sue Craig, Jo Valpy, Annabel Wallis	
School services	Shirley Danby	
Setting up communion	Eric Cripps (Sun 8am & Wed 10 am) Margaret Rickards (Wed 10 am) Mary Faulkner ( Sun 8 am and 10 am) Chris Archer, Charlotte Coombes, Amanda Coleman, Rosemarie Saunders	
Sidesmen's rota	Pam Cowler	
Small Groups co-ordinator	Marilyn Sweet	
Sound System rota	David Bell	
Toilet provisioning	Sarah Smith	
Tower captains	Peter Giles, Brian Danby	Practice Wed 8pm
Uganda Link co-ordinator	Shirley Danby	
Upper Thames Group Council Members	Adina Grace, Matt Smith, Jo Valpy	
Vergers	Rosemarie Saunders, Chris Archer, Margaret, Pete Rickards, Amanda Coleman.	
Vestry tidier	Eric Cripps	
Website	Sarah Smith	