

PARISH OF LOUTH
INITIAL JOB DESCRIPTION FOR THE POST OF VERGER
at the Parish Church of St. James

Basic information

Job Description:	Verger
Reports to:	Rector and Churchwardens
Duties:	<ol style="list-style-type: none">1. We are seeking someone to be responsible for making sure that the church is open as required, and correctly prepared for services and other events.2. The verger is also responsible for the routine cleaning and minor maintenance of the church and its precincts.
Hours of work:	The hours vary seasonally, and can be up to 19 hours per week. Within this the hours for this post vary depending on the demands of usage on the building, with a normal minimum requirement of approximately 10 hours. There will also be additional hours for those aspects of the role described as 'additional duties', which are paid for separately.
Key work relationships:	Other verger, sacristans/servers, clergy, musicians, assistant wardens/sidesmen, volunteer Guides and workers in the Coffee Shop and Gift Shop, other volunteers
Safeguarding:	This post is subject to DBS checking under our Safeguarding policy as it involves working in a situation where there are young people and vulnerable adults.
Other:	The overall duties are covered as a 'job share' alongside another Verger, and work with a team of volunteers is expected. Sympathy to the aims and ethos of the church as a place of Christian worship is an expectation.

The life of St. James'

It is our hope that the Parish Church of St James is...

- ...a place of prayer and worship
- ...a place for people to encounter the wonder of God
- ...a varied community gathering together to grow in faith

The **Parish Church of Saint James**, as a part of the Parish of Louth, is served by parish's Ministry Team. They are overseen by the Rector and their work includes:

- Maintaining a rhythm of regular prayer for the local community;
- Helping people to growing closer in faith
- Seeking to reach out beyond the boundaries of the Church to all those touched by Christ
- Serving the wider community, and making visible God's love for all
- Enabling each of person to fulfil their vocation as members of the body of Christ

As well as ordained clergy, the Ministry Team includes a number of Lay Readers and Workers, and many volunteers who contribute their time and energy to the life of the Church.

Other churches in the Parish of Louth...

The **Trinity Centre** is a focus for a number of social programmes and is a place for outreach to the local community – many of its activities involve other organisations working in partnership, and it hosts the Louth Community Larder and an outlet of the Lincolnshire Credit Union.

The **Parish Church of St Michael and All Angels** is home to a congregation that sits within the Anglo-Catholic tradition of the Church of England, and also serves those who live in its immediate neighbourhood.

The Parish Churches of **All Saints** South Elkington, **St Martin** Welton le Wold and **St Andrew** Stewton are the focus for worshipping communities and serve the spiritual needs of the people in those villages.

Current weekly pattern of church opening at St James’:

Mondays to Friday 8 30am to 4pm

Saturday 9am to 4pm

Sunday Open for services

(Reduced opening days/times normally operate between Christmas and Easter)

Regular services at St James’:

8 30am Morning Prayer on Monday, Wednesday, Thursday and Friday

11am Holy Communion on Tuesday

7 45pm Compline on the 3rd Tuesday of the month

12 30pm Midday Prayer on Saturday

10am Sung Eucharist and **6pm Choral Evensong** on Sunday

Principal duties of the Vergers:

Church opening

- The clergy normally open the church for Morning Prayer on the days when this takes place. On mornings when there is no 8 30am service the vergers are responsible for ensuring the church is opened. On Sundays the church is to be opened at least half an hour prior to the start of each service, and secured and locked once the congregation has left.
- The vergers are responsible for making sure that the building is supervised from opening until it is manned by volunteers working in the Coffee Shop, Gift Shop, and as Church Guides. This includes ensuring that facilities are ready for the day, and assisting the volunteers to prepare their activities for opening (including preparing floats for the tills). This time also normally provides the opportunity for preparing ahead for services/events and undertaking work in relation to cleaning/maintenance.
- The vergers are responsible for ensuring that the church is locked and secure at the end of the day. This includes assisting the volunteers in closing their activities (including locking takings in the safe) and

Preparing the church for services and events:

- A vergers are expected to be in attendance at the main Sunday services and to have made sure the church is prepared for all services (in advance if they are not in attendance). The preparation of the altar is normally undertaken by one of the volunteer Sacristans. The vergers are responsible for ensuring that all furniture is correctly positioned, and that the appropriate service books are available for sidesmen to distribute when required. The vergers assist the churchwardens in seating people in appropriate seats.
- Assisting the churchwardens in maintaining good order during services.
- Supervising third-party users of the building in setting up the building for activities, and ensuring that all facilities are returned for normal use at the end of any event.

Routine cleaning and minor maintenance

- Daily cleaning of the toilets.
- Daily sweeping of the Coffee Shop area under the spire.
- Daily check of the Multi-purpose Room in Church House and tidying/sweeping as necessary.
- Sweeping each area of the church used for worship prior to a service and following its use for a service.
- Undertaking minor repairs as agreed with the Churchwardens or Fabric Officer, including liaising with contractors as required.
- Ensuring that the lawns/garden areas are maintained, liaising with any available volunteers involved as required.

Administration and other

- Liaising with and assisting volunteers and other staff in their work in and around the church.
- Encouraging and supporting volunteers to be involved in duties as agreed.
- Monitoring the condition of Orders of Service and arranging for replacements when necessary.
- Managing bookings using the church, including liaising with the Administrator as required.
- Ordering cleaning materials etc. as required .

Additional duties

- Preparing the church for Funerals and Weddings (as for Sunday services, including preparing the church, making sure all items are available for use and ensuring orders of service are available and distributed and maintaining good order during services).
- Supervising the preparation of the church for Concerts and other events (ensuring the church is adequately supervised during events, supervising the return of the church for regular use, and securing and locking the church at the end of the event).

Person specification:

	Essential	Desirable
General	Able to undertake the tasks required to open/close the church	Experience in these areas
	Able to handle cash	
	Able to prepare the church for use	
	Able to undertake cleaning and minor maintenance	
Administrative	Good administrative skills, including that ability to use basic computer packages	
Personal	Team player willing to work alongside a wide range of people.	Experience of working alongside both volunteer and paid colleagues
	Self-motivating, and able to take the initiative where required	Able to encourage others and develop them in volunteer roles
	Good communication skills – written and verbal	
	Sympathetic to the aims and ethos of the church as a place of Christian worship	Familiar with the forms of worship used within the Church of England

June 2015

Appendix: Summary of routine verger's duties during the week, shared between post-holders

Monday morning (9am to 11 40am)

- Supervise church from end of Morning Prayer until Coffee Shop/Gift Shop are open.
- Clean toilets.
- Sweep area under tower.
- Prepare floats for Coffee Shop/Gift Shop.
- Sweep nave and chancel, and tidy as necessary following Sunday services.
- Check and sweep Church House Room.
- Assist with opening Coffee Shop/Gift Shop as required.
- Undertake cleaning/maintenance work as required.

Tuesday morning (9am to 10 40am)

- Unlock church and supervise until Coffee Shop/Gift Shop are open.
- Clean toilets.
- Sweep area under tower.
- Prepare floats for Coffee Shop/Gift Shop.
- Prepare St Stephen's Chapel for Holy Communion, including sweeping/cleaning as necessary.
- Check and sweep Church House Room.
- Assist with opening Coffee Shop/Gift Shop as required.

Wednesday morning (9am to 10 40am)

- Supervise church from end of Morning Prayer until Coffee Shop/Gift Shop are open.
- Clean toilets.
- Sweep area under tower.
- Prepare floats for Coffee Shop/Gift Shop.
- Check and sweep Church House Room.
- Assist with opening Coffee Shop/Gift Shop as required.
- Undertake cleaning/maintenance work as required.

Thursday morning (2 hours – 9am to 10 40am)

- Supervise church from end of Morning Prayer until Coffee Shop/Gift Shop are open.
- Clean toilets.
- Sweep area under tower.
- Prepare floats for Coffee Shop/Gift Shop.
- Check and sweep Church House Room.
- Assist with opening Coffee Shop/Gift Shop as required.
- Undertake cleaning/maintenance work as required.

Friday morning (2 hours – 9am to 11 40am)

- Supervise church from end of Morning Prayer until Coffee Shop/Gift Shop are open.
- Clean toilets.
- Sweep area under tower.
- Prepare floats for Coffee Shop/Gift Shop.
- Check and sweep Church House Room.
- Assist with opening Coffee Shop/Gift Shop as required.
- Undertake cleaning/maintenance work as required.

Saturday morning (2 hours – 9am to 11 10am)

- Unlock church and supervise until Coffee Shop/Gift Shop are open.
- Clean toilets.
- Sweep area under tower.
- Prepare floats for Coffee Shop/Gift Shop.
- Sweep nave and chancel, and prepare church ready for Sunday services.
- Check and sweep Church House Room.
- Assist with opening Coffee Shop/Gift Shop as required.
- Undertake cleaning/maintenance work as required.

Every evening (½ hour – 3 45pm to 4 05pm)

- Assist with closing Coffee Shop/Gift Shop.
- Lock takings in the safe.
- Secure and lock church.

Sunday duties every other Sunday – duties depend on Service Schedule, but normally 9 15am to 11 45am and 5 30pm to 7 15pm