



## Job profile

Job title	Verger
Department	Church Operations (CHOPs)
Responsible to	The CHOPS Office Manager
Responsible for	N/A
Key internal relationships	Clergy, Church Coordinator, Worship Coordinator, Concerts, Security, Maintenance, Congregation including Stewards, Sheppard Scholars
Main purpose of job	<p>To embody the St Martin's values (outlined on page 3 and on the website) and to work with others in the Church Operations team (CHOPs) and wider St Martin's team to increase the application of these values in the life of the church.</p> <p>To enable the worshipping life of St Martin-in-the-Fields to run smoothly, and the building to be a place of warm welcome throughout the week, ensuring safety and accessibility for all who enter the Church.</p> <p>To prepare the church and facilitate the practical logistics of worship during services.</p> <p>To interact with a wide range of people, with a balanced and knowledgeable approach to the activities across the organisation, working well in a supportive team, and confident and responsible when working alone.</p>

## Main duties and responsibilities

- 1 Ensuring a safe, professional and welcoming space**
  - Ensuring that our church is conducive to worship and that visitors understand how to be in the space as a church
  - Answering questions and being available for visitors and worshippers
  - Help maintain the decorum and security of the building, with the assistance of the security and maintenance teams
  - Provide a ministry of presence and welcome in church, liaising with clergy over those who visit with specific pastoral needs
  - Ensuring that the church is accessible to all, including being in line with our disability awareness policy
- 2 Operations**

*Communications:*

  - Engage constructively as part of the Chops team working with the Office Manager to quickly raise any challenges and be part of looking for constructive solutions
  - Respond to communications from the wider St Martin's promptly and positively

*Maintenance and administration:*

  - Support the work of the Maintenance team and CHOPS Office Manager to maintain the Church building, reporting all repairs needed

- Liaise with organisers of external special services and take part in meetings with those organising special services as required
- Empty, count and record money from collection boxes and special services, keeping accurate records, and forwarding details to the Finance team
- Record and deal with any lost property left in the church and ensure no unattended bags are left in Church
- Work constructively with the Concerts team, to ensure smooth transition between church and concert use and assist at lunchtime concerts as needed
- Complete administrative tasks relating to the role, including completion of the daily handover book
- Collect and distribute mail from the church office

#### **4 Liturgical role and working with Clergy**

- Prepare the church building, Dick Sheppard Chapel and church related rooms for the various services, i.e. Sunday service, additional Saturday and weekday services, weddings, marriage blessings, memorials, funerals and for all the worship taking place throughout the week
- Involvement in and support of clergy with Sunday and midweek services
- Responsible for the set-up of choir stalls and furniture in chancel and sanctuary
- Prepare service books and the altar for Communion
- Take part in processions, crucifer, or assist as and when required
- Assist with leading Morning and Evening Prayer when required
- Responsible for checking the PA system in the church, setting up of microphones and the setting of levels during the services making sure that sound checks are carried out before services

#### **5 Health and safety**

- Have extensive knowledge of evacuation procedures and the ability to take responsibility for leading the evacuation of the church, in the event of an emergency
- Have knowledge of security procedures for dealing with people who are disruptive
- Make sure that if any health and safety issues arise they are properly responded to and recorded

#### **6 General duties**

- Attend regular team meetings and whole site meetings
- Learn and follow all working procedures and routines
- Ensure the church is locked, when necessary
- Maintain tidiness of the worship environment and vergers' office/vestry
- Review altar linen, clean silver and glassware
- Change altar hangings as appropriate
- Clear votive stands and replenish candles, trim altar candles and replace where necessary

5 This is not an exhaustive description of the job, aspects will change over time and the jobholder is expected to contribute to its development and progression.

### **Values of St Martin-in-the-Fields**

We try to hold 6 values in everything we do:

**Being With Each Other** – we celebrate diversity in race, culture, (dis)ability, sexuality and gender. We also try to build opportunities for people to encounter friends and those they would not normally meet because we believe this is where transformation happens.

**Being With Ourselves** – we enable others to make time for themselves, whether that is a moment of prayer or reflection in a peaceful church or concerts, talks and workshops that feed the soul.

**Being With Those On The Edge** – we are famous for our embrace of those who are on the edge, whether that is those who live on the edges of society or those on the cutting edge of thinking or innovation. We treat each person as a mystery to be entered into rather than a problem to be solved.

**Being With Our Team** – St Martin’s is made up of many teams but we all form one team. We are committed to engaging constructively with all the parts of St Martin’s and in each member flourishing in the time with us.

**Being With The Planet** – We are committed to reducing those things that hurt and building those things that heal our planet and this is embodied by each individual on our team as well as by our policies and practices at an organisation level.

**Being With God** – St Martin’s is a Church that tries to look like Jesus as discovered in the Gospels. We welcome people of different beliefs to help us to do this and we meet their generosity in doing this with our commitment to giving them everything they need to flourish as themselves in their time with us. The role of verger is particularly linked to the more overtly religious practices of the church, so we ask vergers to hold an extra special value and respect of those practices in everything they do here.

*‘St Martin’s is a place where dreams turn into action. I love being here, because everyone here wants to make this the most inspiring place in the world.’*

Revd Dr Sam Wells

## **Knowledge, skills and abilities**

To be effective in this role you will need to demonstrate knowledge, experience (giving evidence where necessary) of the following, including formal training where appropriate:

- Ability to understand Anglican rites and other liturgies, and to prepare for and lead short prewritten prayers
- Excellent interpersonal skills and an ability to get on with a diverse range of people as well as a high value of working constructively within CHOPS
- Excellent organisational skills
- Ability to work on your own and as part of a team and confident in taking the initiative
- Experience of verger in like or similar church environment
- Numerate, computer literate and able to work with technical equipment
- Excellent attention to detail, with the ability to work methodically
- A capable, confident and empathetic individual, with a positive attitude to work

**To apply please email your CV and supporting statement to Siân Conway:  
sian.conway@smitf.org**

**The deadline for applications is 5th December 2021 with interviews on the afternoons of 7th and the 9<sup>th</sup>**

Salary £23,000pa

Signed by employee:

Date:

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Signed by manager:

Date:

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