

St Bride's Church, Fleet Street

Job Description

Job Title: Church Verger

Reporting to: The Rector and the Head Verger

Hours of Work: 28 hours per week. Hours are shift-based and spread over the seven-day week including weekends, based on the church's opening hours

Salary: From £15,800-£17,000 per annum for a 28-hour week, according to relevant experience.
(Accommodation is not provided)

St Bride's Church, Fleet Street is a busy City of London church, with a varied ministry to the local businesses in and around Fleet Street as well as the dispersed print and broadcast media. St Bride's is also a parish church with both a weekday ministry and a strong Sunday congregation: our regular Sunday services (with our professional choir) are at 11am and 5.30pm. There are a number of evening events throughout the course of the year that require verger duties.

The Verger will be a key member of a friendly and hard-working church team that includes administrative staff, professional music staff, and volunteers. Applicants will have considerable personal presence and the confidence to sustain a significant public role. We also need applicants to have the sensitivity, tact and diplomatic skills to deal with the many members of the public and tourists who come to the church.

The person appointed will need to undergo DBS checking through St Bride's prior to taking up the post, and if appointed will be required to undergo safeguarding and first aid training (organised by the church). Basic IT and computing skills are essential for this post.

Key Responsibilities:

Welcome Ministry – the successful candidate will:

- be responsible for the opening and closing of the church when on duty (normal opening hours 8am to 6pm)
- undertake hourly full site checks (for both cleanliness and security)
- welcome visitors, congregations and tourists
- be willing and able to handle cash and credit card donations and purchases
- deal with health and safety issues – fire regulations, disability access regulations, first aid
- maintain external signage and internal notice boards etc.
- ensure church leaflets are up-to-date and stocked
- liaise with office staff, church volunteers and church and external tour guides

Preparation for services and other events:

- participate in and occasionally lead Morning Prayer on weekday mornings
- prepare for weekday and weekend services, including weddings, memorials and funerals
- set out vestments and change altar frontals, according to the liturgical year
- assist with the care of vestments, linen, altar cloths, and vessels
- operate the sound system
- liaise with event organisers, if required to do so
- move furniture, including altar rails, stackable chairs and the grand piano

Site management:

- be responsible for overall site management and security when on duty
- liaise with contractors when required – electricians, plumbers, carpenters, decorators, window and floor-cleaners
- carry out minor repairs and maintenance
- visually check the church's fabric when on duty, and report any problems to the Head Verger

Cleaning regime and recycling management (at present a regular contract cleaner is employed):

- have good housekeeping skills
- ensure public and non-public areas are kept clean and well ordered
- deal with waste disposal and recycling
- liaise with contract cleaners, when on duty

Personal Qualities:

To be effective in this role you will need to demonstrate the following:

- good interpersonal skills
- good communication skills
- organisational skills, able to work on your own and as part of a team
- ability to understand Anglican rites and other liturgies

In addition, you will need to:

- be attentive to detail, and able to work methodically and responsively under pressure
- be numerate, computer literate and able to work with technical equipment
- be a capable and willing individual, with a positive attitude to work, and prepared to work flexible hours
- be physically fit and able to work at height

Usual Church Opening Hours:

Monday to Friday 8am to 6pm

Saturday 10am to 4pm

Sunday 10am to 7pm

Diversity

We recognise the benefits of employing individuals from a range of backgrounds, with diverse cultural identities and talents. We aim to create a workforce that:

- values difference in others and respects the dignity and worth of each individual
- reflects the diversity of the nation that the Church of England exists to service
- fosters a climate of creativity, tolerance and diversity, that will help all staff to develop to their full potential.