

VERGER

St Mary Magdalene with St Leonard, Newark

JOB PROFILE	
Title:	Verger
Reports to:	Operations Manager
Principal Location:	St Mary Magdalene Church, Newark, NG24 1JS & St Leonard, Newark NG24 2DP
Basis of employment:	37.5 hours per week, over 5 days, including Saturday and Sunday.
DBS check required? (Yes/No)	Yes
Special conditions of employment	The successful candidate must fully support the distinctively Christian ethos and aims of the parish, and the wider Church of England
Date written/updated	July 2026

PURPOSES OF ROLE

To play a key role in fulfilling the church's vision to become a 'resourcing church', through working to ensure that St Mary's & St Leonard's churches are prepared for worship, and other events.

To take personal pride in ensuring the Church is an attractive, welcoming and safe space.

To ensure that the Church is maintained and cleaned to a high standard.

To assist in the implementation of health & safety practices and maintain records as required.

To assist with the planning and on the day management of internal and external led events.

ROLE CONTEXT

There are two churches within the Parish, St Mary Magdalene and St Leonard.

St Mary Magdalene is a growing, vibrant 900+ year-old parish church that meets in a grade 1 listed building in the centre of Newark. It is a church with a long history of choral and liturgical worship, and the Rector has a desire to see this continue to grow and flourish, whilst also developing more informal and contemporary forms of worship.

The church currently holds three or four services on a Sunday, with a robed choir, formal liturgy, and vestments being used for two of these services: a 9.00am Sung Eucharist, and 5pm Evensong. There is a contemporary service at 11.00am which is informal in style, and includes groups and activities for children as part of the service. In addition, once per month,

there is an early morning said Eucharist at 8am. There is also a said Eucharist weekly on a Wednesday morning.

The average weekly attendance at St Mary's is around 170 adults and 30 children. The building is open every day for visitors, and includes a cafe and meeting room. There are a number of weekday events including a weekly toddler group and community group, a monthly repair cafe and several evening events for youth.

St Leonard is a modern building which is incorporated in a Community Centre and adjacent Vicarage on Lincoln Road, Newark. This was built in 1978 to replace a Victorian church, of the same name, on Northgate which is now the site of a retail store. St Leonard was built to serve the local community as Newark progressively grew north-east along the Fosse Way towards Lincoln. The name is linked to St Leonard's Hospital which was built in the same area, then outside the town walls of Newark, by Bishop Alexander of Lincoln (1123-1148), when he was building Newark Castle.

It was designed to seat 40 worshippers on modern stacking chairs. A folding screen at the back of the church can be opened to incorporate the church with the main community hall to accommodate a further 200. The services are a mixture of Holy Communion OR Service of the Word and the average weekly attendance is 15.

MAIN RESPONSIBILITIES

Key Responsibilities (across both sites)

Church Verger Duties

- Prepare the church for regular worship services, weddings, funerals, baptisms, and special services - Set out and arrange furniture, altar items, lecterns, candles, books, microphones, and other equipment as required. Tidy up after service.
- Open and close the church building according to agreed schedules and ensure the Church is secure.
- Maintain and carry out a daily/weekly/monthly cleaning schedule (incl. Outside West door, South Porch & bin area of STMM) to ensure the church is clean, tidy, presentable, and welcoming for worshippers and visitors.
- Monitor the condition of both buildings, furnishings, equipment, and grounds, reporting maintenance or repair needs promptly.
- Assist clergy and worship leaders during services when required.
- Support visiting clergy, musicians, funeral directors, wedding parties, and other service participants.
- Assisting at Civic services when required.
- Complete Parish Registers: recording services, communicants, baptisms, weddings and funerals.
- Physical moving of equipment for set up and staging for services and events.
- Set up and operate live streaming and music for services and events.

- Initial contact for 1st Aid requirements (training will be provided)
- Being on duty fire marshall during working days.
- Work alongside Operations Manager to arrange scheduling of contractors.
- Maintain appropriate stocks of service materials and supplies for both churches.
- Ensure health and safety procedures are followed, including fire safety, security checks, and safe access for visitors.
- Complete any other duties as requested by the Rector, Churchwardens or Operations Manager.

Event Coordination Duties

- Assist with the coordination of planning and delivery of church events, concerts, community gatherings, meetings, fundraisers, seasonal services, and private hires.
- Act as a main point of contact for event organisers, external hirers, suppliers, and volunteers.
- Assist with the management of event bookings, schedules, room allocations, setup requirements, and access arrangements.
- Prepare event spaces, including seating layouts, staging, audio-visual equipment, signage, and hospitality arrangements.
- Liaise with clergy, staff, volunteers, musicians, caterers, and contractors to ensure smooth event delivery.
- Oversee events on the day, resolving practical issues as they arise.
- Ensure venues are left clean, secure, and restored after events.

Administration and Communication

- Maintain electronic calendars for church services, events, and building use.
- Respond to enquiries by phone, email, and in person.
- Communicate event arrangements clearly to clergy, staff, volunteers, and external users.
- Assist with promoting events through church notices, newsletters, website updates, or social media where appropriate.
- Maintain records relating to health and safety checks, maintenance issues, and event bookings.

Additional Tasks

- Respond to the needs of vulnerable adults that may come into the church.
- Support clergy, wardens and other staff with other tasks.
- Be aware of Safeguarding Policy and appropriate obligations, and undertake training when necessary.
- Be aware of Health and Safety and appropriate obligations, including completion of relevant administration, and undertake training when necessary.

- Responsible for the sound and streaming desk for services and events - technical knowledge and practical knowledge is essential.

Person Specification

Essential

- Previous experience as a vergers, caretaker or facilities assistant, or similar role.
- Knowledge of church liturgy and ceremonial practices.
- Good organisational and time-management skills.
- Ability to work independently and use initiative and common sense.
- Be able to plan ahead and anticipate service needs and requirements in advance.
- Friendly, welcoming, and professional manner.
- Good communication and interpersonal skills.
- Practical ability to set up rooms, move furniture safely, and manage equipment.
- Ability to remain calm and flexible during services and events.
- Awareness of health and safety responsibilities.
- Experience of working and willingness to work at heights.
- Willingness to work evenings, weekends, and occasional additional hours.
- Knowledge of sound and streaming systems.
- Working knowledge of Google Suite or similar.
- Respect for the Christian ethos, worship practices, and traditions of the church.

Desirable

- Experience coordinating community or church events.
- First Aid qualification. (First aid training can be provided)

Working Conditions

- The role involves a combination of practical physical tasks, administration, and event coordination.
- Some lifting, carrying, and moving of furniture will be required.
- Regular evening, weekend, and occasional holiday working may be necessary to support services and events.

General

The post holder will be expected to carry out duties in accordance with the policies and procedures of St Mary Magdalene with St Leonard, including safeguarding, health and safety, equality, and confidentiality requirements. Other duties reasonably consistent with the role may be required from time to time.