



Advert for the role of Verger – please read the attached Job Description and Person Specification before filling in the application form.

Location: St Bartholomew's Church Ducklington

Hours: Hours to be agreed, including regular Sunday services and additional hours for weddings, funerals, festivals and other special events.

Salary: Optional remuneration of £59.50 per service

Closing Date: September 30, 2026

About the Role

We are seeking a reliable, welcoming and practical **Verger** to join our team at St Bartholomew's Church, Ducklington.

The Verger plays an important role in supporting the smooth running of worship, services, weddings, funerals, concerts, events and the day-to-day life of the church. You will help ensure that the building is safe, well presented and ready for visitors and congregations.

Key Responsibilities

- Prepare the church for services, weddings, funerals and other events.
- Welcome and assist members of the congregation, visitors and event organisers.
- Open and close the building and ensure appropriate security arrangements are followed.
- Set up and clear away furniture, equipment and other items as required.
- Assist clergy, musicians, staff and volunteers before and during services.
- Maintain high standards of cleanliness, presentation and general appearance.
- Carry out routine checks of the building and report maintenance or safety issues.

- Liaise with contractors and service providers when required.
- Support the smooth running of special events and occasional evening or weekend activities.
- Follow appropriate health and safety, safeguarding and security procedures.
- Undertake other reasonable duties associated with the role.

About You

We are looking for someone who is:

- Friendly, approachable and confident when dealing with people.
- Organised, dependable and able to work independently.
- Practical and willing to undertake hands-on tasks.
- Calm and professional, particularly during busy services and events.
- Able to work flexibly, including some evenings, weekends and occasional bank holidays.
- Comfortable working as part of a small team and alongside clergy and volunteers.
- Respectful of the Christian faith, worship and the traditions of the church.

Previous experience as a vergers is **not essential**. Full training and support will be provided.

What We Offer

- A welcoming and supportive working environment.
- The opportunity to work in a unique and historic setting.
- Training and development opportunities.

How to Apply

Please send your **letter of application explaining your suitability for the role to Sarah Varnom at the email address below:**

safeguarding@ducklingtonchurch.org.uk.

For an informal discussion about the position, please contact: Reverend Andrea Colbrook

Closing date: Wednesday September 30 2026

Interview date: TBA

St Bartholomew's Church is committed to safeguarding children and vulnerable adults and follows its safeguarding policies and procedures. The successful applicant will be required to undertake appropriate safeguarding checks.