



Job Description: Verger St Bartholomew's Church, Ducklington

Job Title

Verger

Location

St Bartholomew's Church, Ducklington

Reports to

The Incumbent, working closely with the Churchwardens and PCC.

Purpose of the Role

The Verger plays a vital role in the life and ministry of St Bartholomew's Church by ensuring that the church building is welcoming, well prepared, safe, and ready for worship and other activities. The Verger supports clergy, volunteers, and visitors by overseeing the practical arrangements for services and events while helping to maintain the dignity and smooth running of the church.

Key Responsibilities

Preparation for Worship

- Arrive in good time i.e. 45 minutes prior to a service
- Open and close the church for services and authorised events. Ensure the vestry door is also unlocked for access to the toilet
- Ensure disability ramps are available for access
- Prepare the church for regular and special services, including arranging furniture, ensuring cleanliness and checking that heating and lighting are appropriate
- Ensure that service books orders of service and other required materials have been set out
- Ensure the sanctuary and other worship areas are prepared according to the liturgical requirements agreed with the clergy.
- Ensure candles are lit before the service and are extinguished at the end of the service.
- Assist clergy before, during and after services as required.
- Ensure lighting and heating are turned off at the end of a service and lock up.

Church Building

- Carry out routine inspections of the church and report maintenance issues promptly
- Undertake minor maintenance tasks where appropriate and within competence

- Liaise with contractors and volunteers carrying out maintenance or repairs
- Ensure the church remains clean, tidy and welcoming
- Monitor stocks of consumables and arrange replenishment as required.

Health and Safety

- Help ensure compliance with health and safety policies.
- Carry out routine safety checks, including emergency exits and fire safety equipment.
- Report hazards and take appropriate action where safe to do so.
- Assist in implementing emergency procedures if required.

Events and Community Use

- Prepare the church for weddings, funerals, baptisms, concerts and community events
- Greet visitors and hand out Orders of Service. If someone else has been elected to do this job, ensure they know where to stand
- Ensure chairs and marriage register signing tables are in place
- Welcome visiting clergy, musicians, funeral directors, wedding parties and contractors
- Support the practical arrangements for external bookings where required.

Security

- Maintain the security of the church building and its contents
- Ensure doors, windows and alarms are operated in accordance with agreed procedures
- Safeguard keys and access arrangements.

General

- Work collaboratively with clergy, churchwardens, funeral director, volunteers and the Parochial Church Council (PCC)
- Promote a welcoming and hospitable atmosphere for all who enter the church
- Undertake other reasonable duties consistent with the role

Person Specification

Essential

- Reliable, trustworthy and well organised with a reassuring manner
- Able to work independently and use initiative.
- Good practical and problem-solving skills.
- Friendly and approachable manner.
- Physically able to carry out the duties of the role, including moving chairs and light equipment.
- Willingness to work flexible hours, including Sundays, weddings, funerals and occasional evenings.
- Respect for the traditions, worship and mission of the Church of England.
- Commitment to maintaining confidentiality where appropriate.

Desirable

- Previous experience as a vergers, caretaker or facilities assistant.
- Basic DIY and maintenance skills.
- Knowledge of Church of England worship and liturgical practice.
- First Aid qualification.
- Awareness of safeguarding and health and safety procedures.

Hours of Work

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

Training

Training will be provided as appropriate, including safeguarding, health and safety, and any role-specific instruction.

Safeguarding

St Bartholomew's Church is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. The successful applicant will be expected to comply with the Church's safeguarding policies and may be required to undertake safeguarding training and, where appropriate, a Disclosure and Barring Service (DBS) check.

Terms of Appointment

The appointment is subject to the Church's policies and procedures, including safeguarding, health and safety, and equal opportunities. Salary and other terms will be agreed on appointment

Remuneration

The vergers are entitled to remuneration of £59.50 per wedding and funeral. Any unclaimed fees remain in the church funds.