**JOB DESCRIPTION**

**JOB TITLE:**

Verger of St James’ Church, Emsworth.

**RESPONSIBLE TO:**

PCC, Church Warden

**MAIN PURPOSE OF THE JOB:**

To ensure the church is fully prepared for all church services and other special events

**KEY DUTIES AND RESPONSIBLITIES:**

* Ensure that the church building and equipment are fully prepared for Sunday services.
* Preparation for weddings and funerals, including liaising with funeral directors and attending wedding rehearsals with clergy
* Preparation for concerts or other special events held in the church
* Opening and closing of church premises for services and other special events
* To be responsible for the operation of the, lighting and heating systems at services and other special events as required, ensure microphones are serviceable for Service leaders and visiting preachers, and setting the Sunday readings on the Lectern Bible.
* Checking church and churchyard and reporting any maintenance problems to the appropriate person
* Working with clergy, organist, churchwardens, Director of Music, sacristans and others to ensure the smooth running of services and events
* Following relevant health and safety procedures and current emergency regulations
* Assisting sides teams to provide care and welcome for congregation and visitors
* Preparation of service registers, wedding registers, wedding banns, certificates and other registers as required

**WORKING CONDITIONS:**

Church premises, some lone working

**ESTIMATED HOURS:**

7 hours per week (excluding weddings and funerals)

**PERSON SPECIFICATION:**

***Essential***

* Committed Christian sympathetic to the mission of the parish
* Good organisational and communication skills
* Able to work well with a variety of people and to be courteous to parish members and the general public
* DBS clearance

***Desirable***

* Technical skills
* Some heavy lifting may be required