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**Parish of St Wilfrid’s, Cowplain**

***Our vision for St Wilfrid’s is to be a vibrant,***

***welcoming and consistently growing church***

***that is seen by our community to be at its heart.***

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| Job Profile | Information |
| Job title | **Verger** |
| Reports to | **Priest in Charge**  **Chris Spencer** |
| Accountable | **The Parochial Church Council (PCC) of the Parish of St. Wilfrid’s, Cowplain** |
| Travel required | Minimal, within local area |
| Work pattern/hours | To be discussed  with successful applicant |
| Special conditions of employment | None |
| Salary for Life Events; other work unpaid (working as a volunteer) | In accordance with nationally agreed terms |
| Date written/updated | **May 2024** |

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| Role context |
| St. Wilfrid’s church is looking forward to a new era, with the appointment of Rev Chris Spencer as Priest in Charge. Chris was licensed on 3rd September 2023 and he will be fully involved in the recruitment process for this post. Interested potential applicants may wish to view the Parish Profile to gain an overview of the church and the parish. |

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| Role purpose and objectives |
| The Verger is part of the church’s ministry of hospitality, welcome and care of people and so has the responsibility for the order and upkeep of the house of worship, its furnishings, sacred vessels and preparations for liturgy. The ideal candidate will possess a warm welcoming, caring nature, show compassion to all and have a heart for serving the church community. |

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| Function |
| To be a Verger today is to be a lay person who wants to serve the church and welcome and assist the ministry team in fulfilling their responsibilities. The Verger will need to cooperate with and work alongside others of the team including the Parish Administrator, Ministry Team and others in the fulfilment of their duties.  The Verger must be in compliance with Diocesan requirements for following safeguarding policy and attend Safeguarding training. The Verger will meet regularly with the line manager. The Verger will be encouraged to produce a report for the Annual Report as part as the Annual Parochial Church Meeting (APCM). The office of Verger is a salaried post by means of fees paid for Weddings and Funerals currently at £35.00 each (2024). |

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| Key Responsibilities and Code of Conduct |
| The Verger will be expected to  Welcome Ministry   * Be responsible for the opening and closing of the church building at times agreed with the line manager. * Promote a ministry of welcome and hospitality to all who use the church premises for services. * Maintain external signage and internal notice boards when asked to do so by the Parish Administrator. * Ensure available church leaflets are up-to-date and relevant. * Promote and maintain St. Wilfrid’s church so that it is able to operate as a place of worship and as a venue for other meetings and events. * Prepare for regular worship and assist with special events such as all life events which include weddings and funerals (See Appendix A weddings and B funerals for further details).   General tasks   * The Verger must adhere to all relevant procedures and policies as outlined in the PCC and local, diocesan and national church. * The Verger will be involved in their own development through discussion with the line manager, and together they may seek out opportunities to learning new skills if required.   Preparation for Services and other events   * Practical planning and preparation for, participation in and clearing up after the regular services at St Wilfrid’s. * To ensure the church environment is ready beforehand and left tidy afterwards, opening and locking up, checking for running water in kitchen, electrical appliances unplugged and lights are off. * Taking responsibility for communion preparation. * To assist members of the Clergy to fulfil all ceremonial and liturgical duties. * To assist with the proper care, preparation and maintenance of all items used in services.   Life Events (Weddings, funerals, baptisms, concerts, meetings and other events)   * To provide a warm welcome to all users of the church be it for worship, general visits or specific events, and being firm, when necessary, without giving offence. * To assist with operation of lighting and sound systems for services, events and everyday requirements. * To prepare for, participate in and clear up after services. * To assist with the movement and arrangement of furniture.   Site Management   * To maintain the effective security of the church and its surroundings and to take a responsible role in coordinating any necessary evacuation of the building. * To assist with the proper operation of fire detection with the maintenance manager. * To report any cause of concern to the line manager, Churchwardens, Priest in Charge or Ministry Team and record any defects on the white board in Parish Office.   Team Working   * To be involved with effective communication across the Ministry Team and Parish Administrator and within St. Wilfrid’s church. * To develop and maintain positive working relationships with all of the Ministry Team and volunteers to help drive forward the delivery of the vision for the church. * Where possible, arrange annual leave in association with others to maintain continuity.   Buildings and Health & Safety   * To be a key holder ensuring the opening, closing and security of St. Wilfrid’s and its contents and as necessary, respond to emergency situations, liaising with the emergency services as required. * To assist with the maintenance manager in identifying of maintenance and repair requirements and undertake small repairs as necessary. * To record any accidents in the accident log book located in the Lower Hall Kitchen and report to the Health and Safety Officer and Parish Office.   Miscellaneous   * To undertake the appropriate raising, lowering, custody and repair of the flag and front banner. * To put out rubbish bins on Sundays and returning bins when emptied on Mondays. * To carry out other duties as deemed necessary and appropriate by line manager. * If the Verger is unable to attend any duties above then they should tell the line manager, Churchwardens or Priest in Charge so that relief can be arranged.   Training   * To attend appropriate training courses as approved by Priest in Charge / line manager. * To undertake relevant safeguarding training. |

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| Physical demands |
| The Verger is required to perform the essential functions of the role described above. Reasonable allowances may be made to enable individuals with disabilities to perform the essential functions.  Applicants should be aware that whilst performing the duties of this job description, the Verger is frequently required to stand, walk, sit, reach with hands and arms, talk and listen and occasionally climb stairs, balance, stoop or kneel. The Verger must frequently lift and move items in and outside of the church. |

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| Fees |
| The office of Verger is a salary position with a fee paid for weddings and funerals, so the Verger is required to attend all weddings and all funerals at St. Wilfrid’s church to be paid at the agreed fees annual set by the Church of England. St Wilfrid’s church does not have many weddings (2023: 1 wedding service) but when the marriage service happens it is usually on a Saturday. St Wilfrid’s church does not have many funerals (2023: 4 funeral services) at church but when the funeral service happens it is usually during throughout the week (Monday to Friday). |

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| Essential and desirable skills, knowledge and experience required for the role |
| Essential   * Good interpersonal skills. * Good communication skills both written and oral. * Organisational skills, able to work on your own and as part of a team. * Self-motivated, independent worker. * Excellent people management and time management skills. * Flexible attitude. * High level of confidentiality. * Ability to relate to a wide range of different people in different roles including clergy, staff, volunteers, and community partners. * Be attentive to detail, and able to work methodically and responsively under pressure. * Be a capable and willing individual, with a positive attitude to work, and prepare to work flexible hours. * Be physically fit.   Desirable   * Enthusiasm, energy, commitment and a sense of humour. * To have a Christian faith. |

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| Work expectations |
| * Part time. * Annual holiday entitlement of Four Sundays to be taken at a time agreed with the line manager. * Attend relevant training opportunities as agreed with the line manager. |

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| References |
| Any appointment will be dependent upon satisfactory references. The names of two referees will be required, one being able to give information regarding the ability to fulfil the role. In addition, proof of visual identity is required such as a passport or photographic driving licence. It is helpful if these are brought to the interview.  The expectations of this role are that you have no relevant unspent convictions, are not currently the subject of any criminal investigation or pending prosecution, and that there is no cause for concern regarding your conduct with children, young people or adults at risk in the context in the role for which you are applying.  It is also expected that if you become the subject of a criminal investigation, or a social services investigation, you will inform the relevant person in the organisation. You should also be in agreement with any Code of Conduct applied to your role and agree to abide by it. If you have any concerns regarding your suitability for the post that you have applied for, you should discuss this with an appropriate person. |

**APPENDIX A  
DESCRIPTION OF VERGER DUTIES AT WEDDINGS**

Before the service

* Open both main doors and church foyer doors.
* Unlock the vestry and put out Registers on the table in the vestry.
* Ensure lapel microphone is out (battery needs to be checked).
* Ensure the toilet is clean.
* Put on lights and sound system.
* Put out candlesticks on the altar, and light the candles.
* Put out the kneelers.
* Show the Ushers where the hymn books are if there is no Order of Service (if hymn books are used, the hymn numbers need to be put onto the Hymn Board). Ensure that a copy of the Order of Service is made available to organist and Clergy.
* Provide a table for signing the register.
* Listen to CD before the service.

During the service

* Monitor the sound system. A CD may be played as part of the service.

After the Service

Once the guests have left the church: -

* Collect the Order of Service which may have been left on the pews, together with any other rubbish.
* General tidy up the church.
* Put the hymn books away if used.
* Turn off the sound system and lights.
* Snuff out the candles, put away the candlesticks and cross.
* Put away the lapel microphone.
* Put the kneelers away.
* Record any collection monies given and put into the safe.

After making sure that everyone has left the church building: -

* Lock the vestry door.

SPECIAL NOTE  
The Verger will be invited to attend the wedding rehearsal so they can be acquainted with any requirements for the couple. These duties are standard in the Church of England.

**APPENDIX B  
DESCRIPTION OF VERGER DUTIES AT FUNERALS**

Before the Service

* As early as possible put traffic cones around the front of the church to avoid indiscriminate parking.
* Open doors to the porch.
* Unlock the vestry.
* Ensure lapel microphone is out on the vestry table (battery needs to be checked).
* Ensure the toilet is clean.
* Put on lights and sound system.
* Put out candlesticks and cross on the altar, and light the candles.
* If there is no Order of Service, place Hymn Books ready on the vestry table. Ensure that a copy of the Order of Service is made available to the organist and Clergy.
* Listen to CD before the service.

During

* Monitor the sound system – A CD may be played as part of the service.

After the Service

Once the guests have left the church: -

* Collect the Order of Services which may have been left on the pews, together with any other rubbish and recycling.
* General tidy of the church.
* Put the hymn books away if used.
* Turn off the sound system and lights.
* Put away the lapel microphone.
* Snuff out the candles, put away the candlesticks and cross.
* Record any collection monies given and put into the safe.

After making sure that everyone has left the church building: -

* Bring in the traffic cones from the road.
* Lock the vestry door.

SPECIAL NOTE  
Entrance and exit of the funeral cortege is always through the main door, therefore this area needs to be kept clear at all times. These duties are standard in the Church of England.

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**Part Time/Full Time Verger**

Thank you for your interest in this post. Applications should be sent to

St. Wilfrid’s Parish Office, Padnell Road, PO8 8DZ

or by email to [vicar@stwilfrids.org.uk](mailto:vicar@stwilfrids.org.uk)

Applications must be received by Sunday 7th July 2024.

The Verger will play a crucial role in supporting the efficient and effective operations of the church. This position is at the forefront of the church’s ministry of hospitality, welcome, care of people, buildings and outreach in one form or another.

The ideal candidate will possess a warm welcome, caring nature, show compassion to all and have a heart for serving the church community.

If you are excited about joining our church community at St. Wilfrid’s and can bring your skills to this role then please apply!

Your application should consist of your CV and a covering letter, outlining why you feel you are suitable for the role. Please include your contact details (address, phone and email if possible). Please mark the envelope or email title Verger application.

Please also provide the names and contact details (address, phone and email if possible) of two people we could contact to provide a reference.

Applicants who are shortlisted will be informed by Tuesday 9th July. Interviews and a short practical exercise will be held at St. Wilfrid’s Church on Tuesday 20th July. If you are unable to attend on this date, please let us know when you apply.

If you would like to talk to someone about the job, please contact Reverend Chris (priest in charge of St. Wilfrid’s church) by email at [vicar@stwilfrids.org.uk](mailto:vicar@stwilfrids.org.uk) or telephone 023 9226 2544)

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**Application form for Verger**

**Closing date for Applications: Sunday 7th July 2024**

Please complete this form electronically and return to St. Wilfrid’s Parish Office, Padnell Road, PO8 8DZ or by email to vicar@stwilfrids.org.uk.

Once your application has been received, you will receive a confirmation email.

*Please complete this form as fully as you can, and enlarge any text boxes as necessary. If you have any questions or queries, please do not hesitate to contact us on 023 9226 2544.*

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| Post applied for: | verger |
| Where did you see the post advertised? |  |

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| Personal Details | |
| Title |  |
| Surname |  |
| Forename(s) |  |
| Address |  |
| Work tel. no. |  |
| Home tel. no. |  |
| Mobile tel. no. |  |
| Email |  |

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| Current (or most recent) employment | |
| Post (and current salary) |  |
| Employer |  |
| Date from/to |  |
| Summary of responsibilities |  |

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| Previous Posts (Most recent first) | | | | |
| **Employer** | **Post** | **From** | **To** | **Summary of responsibilities and reason for leaving** |
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| Education and Qualification (Most recent first) | | | |
| **School / college / university** | **From** | **To** | **Qualifications (level and grade)** |
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| Relevant Experience  Please outline the experience and skills that you feel you would bring to this role | | |
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| Courses and training attended which are relevant to this role |  | |
| Additional Questions | | |
| If successful, what is the earliest date that you could start the job? | |  |
| Are you free to remain and work in the UK with no current immigration restrictions? | |  |

The Equality Act 2010 protects people with disabilities from unlawful discrimination. To meet the Act’s definition, a person must have a physical or mental impairment, which has substantial long-term effects on their ability to carry out normal day-to-day activities and which has lasted, or is likely to last more than 12 months. Should you be shortlisted for interview we will make adjustments or special arrangements, if required, to facilitate your attendance at the interview.

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| Do you have a disability you wish us to know about at this stage? | | **Yes** |  |
| **No** |  |
| If yes, please let us know what access requirements you may have. |  | | |

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| Referees  Please supply the names and address of two referees. If you are currently an employee, one of your referees must be your employer. | | |
| 1 | Name |  |
| Position |  |
| Address |  |
| Tel. No. |  |
| Email |  |
| May we approach before interview? Yes/No | | |
| 2 | Name |  |
| Position |  |
| Address |  |
| Tel. No. |  |
| Email |  |
| May we approach before interview? Yes/No | | |

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| The Church of England is committed to the safeguarding, care and nurture of everyone within our church community. In the Diocese of Portsmouth, we follow and are committed to the Church of England's House of Bishops’ Safeguarding Policies and the relevant statutory legislation and guidance "Working together" to ensure the welfare of children and young people is paramount.  Recruitment for any role involving direct contact with children or vulnerable adults will be subject to the guidelines outlined in the Church of England’s Safer Recruitment & People Management practice guidance including a DBS check where a role is eligible  Where appropriate, completion of the relevant Church of England safeguarding training may be required as part of the probation period for successful applicants. |

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| Declaration | |
| I declare that the statements made by me in this application are true and that the accuracy thereof shall be a condition of any contract of employment offered to me by the PCC of St Wilfrid’s Cowplain. | |
| Signature of Applicant |  |
| Date |  |

*The information you have provided will be held securely for the duration of the application process. Unsuccessful applicants’ information will be destroyed.*