

## **ASSISTANT VERGER JOB DESCRIPTION**

- To open and close the church and churchyard gates at the beginning and end of each period of work.
- To ensure that the churchyard, including the steps, is clean and tidy at the beginning of each day – due to the local homeless population this may include the safe clean-up of human waste within the Church grounds (training will be given).
- To ensure that the alarm is set and the church is secure at the end of each period of work.
- To keep the church tidy and clean at all times, including the displays of leaflets and other documents, the reflective area, and the proposed children's area.
- To be welcoming to visitors and to be sensitive to the various reasons for which people come to St Peter's. This includes developing some knowledge around the history and life of the church as part of the role is to be confident chatting to the many UK and international visitors we receive and helping them to feel welcome as well as informed.
- To be supportive to any vulnerable people who come to the church, and to know how to refer them to other agencies if necessary. This includes homeless people and those using alcohol and drug substances.
- To have the confidence to sensitively and at times assertively manage the behaviour of visitors. This will include managing behaviour that can be challenging, or as a result of visitors being under the influence of substances. Appropriate training and support will be available.
- A large part of the role is to be able to offer pastoral care and support to our many visitors. This can mean many different things as the church has regular visitors and those who come in on a "one off" basis. Some of the visitors can be very upset, angry at religion and God, bereaved or be experiencing mental health crises or have some other emotional or faith need.
- To ensure that the church toilets are clean at the beginning and end of each period of work, and to monitor this during each day.
- To keep the kitchen clean and tidy.
- To monitor the votive candle stand and ensure that there are always new candles available for those who wish to light them.
- To clean the Coffee Room toilets after it has closed to customers on Saturdays.
- To provide support for stewards on Sundays at the 10.45 services on Sundays.
- To provide support to the organisers of any events which take place during the period of work, such as concerts or weddings.
- On Sundays, to prepare the church for the 8.15 and 10.45 services, and the monthly Family Service at 9.45, and to put service-related materials away when the services are over. Also to open the Coffee Room and provide support to those serving coffee, tea etc after the main Sunday morning service, and to

ensure that the Coffee Room is clean, tidy and closed securely when all have left.

You will be expected to fulfil the role of Verger within church services. This has both formal religious and ceremonial duties and a practical caretaker remit. Full training will be given.

- The successful candidate will be absolutely trustworthy, as they will have access to the church safes and will be working on their own on Saturdays in particular. The successful candidate will have a working knowledge of confidentiality and its boundaries and know when to raise concerns regarding a visitor's risk to themselves or others. Some knowledge of Safeguarding would be useful but a willingness and openness to learn is also needed. Again, training and support will be given.
- The successful candidate should be flexible to work during staff holiday periods and to provide cover during periods of staff illness.
- Being physically active, lifting and moving furniture and climbing stairs that are medieval in design is an essential part of the role.
- Warmth, sensitivity, humour, life experience and having a compassionate outlook will greatly help you in this role. Though you may well be working alone much of the time you will need to be a self-starter, be able to manage the many practical tasks a shift will demand of you whilst also prioritising those visitors who present with very real needs. You will be working as part of a small but dedicated team which plays an essential role in the life and wider ministry of the church.
- You will be expected to support the work of the Head Verger, other assistant verger, Parish Business Manager and Coffee Room staff. You will be joining a very committed and supportive wider team. The parish is going through some changes and is in the process of recruiting a new full time Rector who eventually, it is hoped, you will be working alongside.
- This position will be subject to a DBS check and the provision of references.
- The successful candidate will be required to undertake Basic Safeguarding Training.

For more information about the church and its activities, please visit:

[www.nottinghamchurches.org](http://www.nottinghamchurches.org)