

Verger

Full-time (37.5 hours per week) Salary: £26,277 per annum

Location: St Mary Magdalene Church, Newark, NG24 1JS & St Leonard Church, Newark, NG24 2DP

Are you practical, organised and passionate about creating welcoming spaces? St Mary Magdalene with St Leonard is looking for a dedicated Verger to join our team and play a vital role in the life of our growing parish. St Mary Magdalene is a vibrant Grade I listed parish church at the heart of Newark and St Leonard is a contemporary designed modern church. Alongside our regular programme of traditional and contemporary worship, we host concerts, community events, meetings, children's activities and private hires throughout the year. This varied role offers the opportunity to support both the worshipping life of the church and its wider engagement with the local community.

The Role

Working closely with the Church team, you will ensure our buildings are clean, safe, welcoming and fully prepared for services and events.

Your responsibilities will include:

- Preparing the church for worship, weddings, baptisms, funerals and special services.
- Opening and securing the building
- Cleaning and maintaining the church to a high standard.
- Setting up furniture, staging, audio-visual and live-streaming equipment.
- Supporting clergy during services where required.
- Coordinating practical arrangements for concerts, meetings, community events and private hires.
- Acting as a point of contact for visitors, contractors and event organisers.
- Maintaining service records, health and safety documentation and building schedules.
- Supporting safeguarding, fire safety and first aid responsibilities (training provided).

About You

We're looking for someone who:

- Has experience as a Verger, caretaker, facilities assistant or in a similar role.
- Is organised, reliable and able to work independently.
- Has good practical skills and is comfortable moving furniture and working at height.
- Has excellent communication and interpersonal skills.
- Can remain calm and flexible during busy services and events.
- Has experience using sound, audio-visual & live-streaming equipment.
- Has good IT skills, including Google Workspace or similar.
- Understands the importance of health and safety.

Experience coordinating church or community events and a First Aid qualification would be an advantage, although training will be provided.

What We Offer

This is a rewarding opportunity to be part of a friendly and supportive team in one of Nottinghamshire's most significant historic churches. Every day is different, offering the chance to contribute to worship, community life and the care of a remarkable building at the centre of Newark.

This is a full-time position (37.5 hours per week although it may suit a job share) worked over five days, including Saturday and Sunday, with some evening working required.

An Enhanced DBS check is required for this post.

The successful applicant will be expected to support the distinctive Christian ethos, mission and values of St Mary Magdalene with St Leonard and the wider Church of England.

If you enjoy practical work, thrive in a varied environment and would like to make a real difference in the life of a busy parish church, we would love to hear from you. Please send your cv and a covering letter outlining your relevant experience and how you meet the criteria to ronnie.white@stmnewark.org

Closing date: Midnight, Friday 28th August 2026.