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| **.**  **SUMMARY JOB DESCRIPTION: VERGER** |
| **KEY PURPOSE OF ROLE:**  The Minster-designated church of St Mary Magdalene Taunton is a living church with a thriving community made up of people of all ages. For many, the St Mary’s is their regular place of worship, as part of one or more of our Sunday and weekday congregations. Open six half-days a week, its Coffee and Book shops are popular with shoppers, tourists, and those who are lonely or have special needs. The church is taking positive steps towards addressing key issues in society with the aim of improving people’s lives and building a real sense of community.  The Verger is at the heart of St Mary’s life – making sure the church is presented in the best possible way at all times. The broadening range of services and events held in the church require careful planning, teamwork and good communication. Flexibility, patience and energy are therefore essential attributes for service given sometimes at unsociable hours; it is a ‘hands on’ role.  The Verger participates fully in the worshipping life of the churchr, taking responsibility for the day-to-day preparation of the regular and special services. A people person, their presence, demeanour and style reflects the welcome and hospitality st Mary’s wishes to offer to everyone who visits, whether coming to worship, for private prayer, for an event, or to view the building.  This role is essential to the smooth running of the varying activities held at the church, engaging with external hirers as well as the leaders of our own volunteer groups. |
| **LINE MANAGER:** The Vicar and in their absence a designated Churchwarden |
| **HOURS OF WORK:** Full time, 40 hours per week |
| **MAIN DUTIES AND RESPONSIBILITIES:**   1. Care, maintenance, and operation of the church building: Daily opening and closing; the maintenance of the church, including cleaning and minor repairs, with oversight of the appointed Cleaner and the Assistant Property Officer; manage arrangements for hosting events and special services, liaising with the Churchwardens and the Parish Administrator. 2. St Mary’s Welcome: Lead and develop a Welcome Team of volunteers; ensure all visitors to the church are appropriately welcomed and the facilities they may require are available to them; support and encourage the many volunteers; seek opportunities to engage with the community, and contribute to the marketing and rebranding of the church as a Minster. 3. Services & Liturgical Duties: In consultation with the Sacristan and Vicar, make all arrangements for the services in the church; set up and operate the sound and streaming systems, and lighting; be a welcoming presence for worshippers and assist clergy responsible for the conduct of the service. 4. Security and Health and Safety: Maintain vigilance on the church and churchyard and its visiting occupants in relation to safety and security, and provide an effective presence in support particularly of both the Coffee Shop and Bookshop staff; act as Health and Safety Officer and First Aider communicating routines to all group and activity leaders. 5. Staff and Planning Meetings: Liaise closely with the Parish secretary to maintain diary of regular and occasional events and activities to assist in planning own work schedule; attend scheduled Staff meetings recording items discussed and agreed. 6. General: Perform such other duties as directed by the Vicar and / or a churchwarden |
| **PERSONAL DEVELOPMENT:** Professional training will be arranged as appropriate to include   * + 1. Health & Safety     2. Working at heights     3. First Aid     4. Fire safety     5. Security |