

We are looking for someone to join our staff team as

CHURCH VERGER

✚ FAITH ✚ HOPE ✚ LOVE



Job Title	Church Verger
Job location	Principally at Holy Trinity Church, Meole Brace, Shrewsbury
Hours	TWO HOURS per week, plus additional hours when agreed. There is a reasonable expectation to serve at most weddings, funerals and baptisms taking place at Holy Trinity Meole Brace. (In last 12 months 13 weddings, 18 funerals, 15 baptisms) Verger fees are paid separately for each of these events.
Pay	£10.53 per hour for contracted two hours. There are additional agreed fees of £64 for each wedding (to include time spent at wedding rehearsal and wedding day), £43 for funeral, and c1½ hours pay depending on length of baptism. (2023 fees, reviewed annually)
Key working Relationships:	Vicars and Ministry Team, Church Wardens, Operations Manager, Church Cleaner, Events Manager, Office team
Accountable to:	Initially the Vicar (to be reviewed in line with operational needs)

PURPOSE: **To be on the frontline in welcoming people of all ages of life and stages of faith to Meole Brace Church. You'll ensure that the Church building is prepared and ready as a place of welcome, hospitality and mission for our regular Sunday services as well as weddings, funerals, baptisms and other events**

KEY TASKS:

1. **Cherishing the building.** To ensure the church is clean, warm and welcoming for all who attend services and events at Meole Brace Church. This will include liaising with the regular church cleaner where appropriate.
2. **Weddings, Funerals and Baptisms.** To support the clergy team and others at weddings, funerals and where needed baptisms. To offer a warm welcome to all attending, taking care of practical arrangements such as seating, simple PA requirements, tidying the church and leaving the church ready for the next event. To liaise with other colleagues including funeral directors, musicians, photographers and bell ringers. You will also be expected to be present at wedding practices.
3. **Regular Sundays.** To ensure that the church is prepared prior to regular services during the week, particularly Sundays 9am and 11am, and monthly midweek services.

4. **A ministry of welcome.** To offer a welcome and prepare the building for other events during the week as they occur and as agreed.
5. **Communion Arrangements.** To clean the silver, wash communion linen and check supplies of Communion wafers and wine, candle oil and other such items. To change altar frontals according to the liturgical year.

To carry out such additional roles as are, from time to time, required.

RESPONSIBILITIES and REVIEW:

1. Meet with the Vicar, or nominated colleague, on a regular basis.
2. Liaise with the Events Manager and Office team about upcoming bookings, as well as responsibility to monitor secure online church diary.
3. A formal appraisal will be carried out annually.

TERMS OF APPOINTMENT

1. This is a permanent post subject to a six-month probation period.
2. A formal contract will be issued by the PCC of Meole Brace on commencement of employment.
3. Holiday entitlement is 5.6 weeks' paid holiday in each holiday year which is paid in accordance with the statutory provisions for roles where there are no normal hours of work.

PERSON SPECIFICATION

Essential

1. Ability to work as part of a team, and to develop positive working relationships with colleagues
2. Readiness to act professionally and pastorally with families we come into contact with, recognising the public nature of this role within the church's wider work
3. Clear track record of working to a high standard, and noticing those "unseen things" which can both help or hinder our welcome as a church
4. Love and care for both the amazing array of people who attend services and events as well as a beautiful historic Church building
5. Ability to cope with stressful situations and competing demands, thinking ahead and "trouble-shooting" during services and events
6. Basic skills in operating a computer to play sound files, CD player, and sound desk to alter sound levels for vocal microphones
7. Good communication skills and a 'listening ear'
8. Sympathetic to the Christian vision and ethos of Trinity Churches

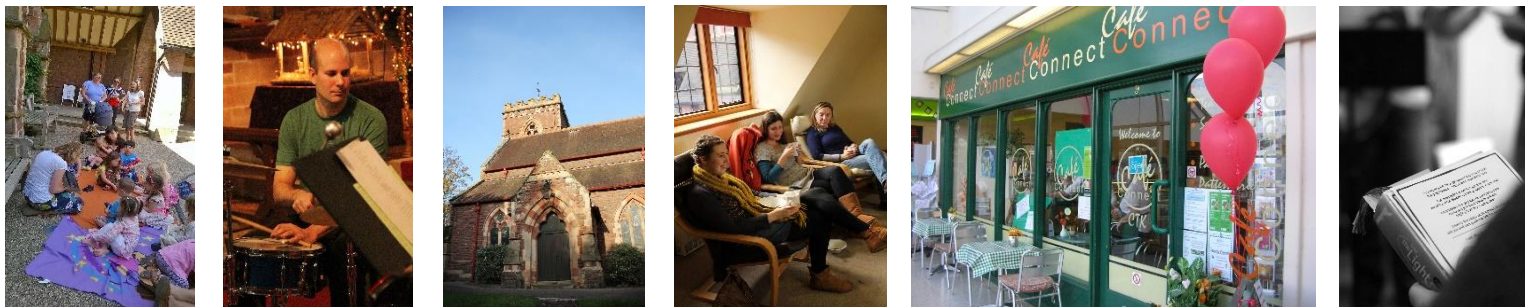
This role involves moving elements of furniture and other objects around the church so appropriate physical fitness is required.

Desirable

1. Experience in pastoral care and coming alongside others
2. Experience of operating a PA system and computer, or strong ability to learn
3. Experience of Christian worship and church services, especially the 'shape' of how weddings, funerals and baptisms are conducted.

SAFEGUARDING

Safeguarding is God's agenda and everyone's responsibility. At the heart of this is the fundamental expectation that every child, young person and adult has the right to be safe when engaging with God's church. Before beginning in post we will take up an enhanced DBS check on the successful candidate, and regular safeguarding training will be expected.



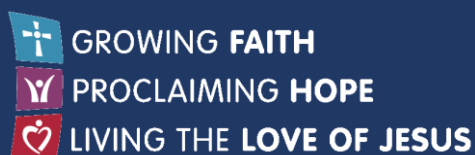
Trinity Churches

We are a thriving community of Christians in Meole Brace, Radbrook Green and the wider Shrewsbury area. Together we are growing faith, proclaiming hope, and living the love of Jesus.

On Sundays you'll find us in various places across the local area. Worshipping at Holy Trinity Church in Meole Brace at 9am and 11am, or meeting in Radbrook Community Centre at 1030am and in the Trinity Centre on a Sunday evening. You'll also find us online. As a church we've been at the heart of this area for well over a thousand years and we are excited to see this continue.

Monday to Saturday you'll find us equally active as a church, and living out our faith in our everyday lives. At work, in schools, in businesses, down the gym, at the supermarket, helping neighbours... the list is endless. You'll find volunteers and staff team getting involved in school assemblies, toddler groups, food support, residential homes, youth clubs, and being a listening ear and a prayerful presence. We have the huge privilege of coming alongside people in good times and tough times at weddings, baptisms and funerals. We also run the Trinity Centre, the community resource at the heart of Meole Brace which offers inspirational meetings, beautiful surroundings and exceptional value.

Meole Brace Church building is 150+ years old, and you can find more about its history on our website. We are excited that there are lots of features which draw people here to this beautiful place. For many it is a place of worship and meeting with God, or somewhere to enjoy the quiet ambience and sense of peace. For others it's revisiting a special place in their family's past, or to view the nationally famous stained-glass windows designed by William Morris and Burne-Jones. People have been worshipping Jesus here for over a thousand years. Whatever brings people here, we pray that everyone who visits will leave renewed and refreshed.



Trinity Churches

The Trinity Centre, Meole Brace, Shrewsbury SY3 9HF
Tel: 01743 362399. [Website: www.trinitychurches.org](http://www.trinitychurches.org)