

# Verger

St Thomas' Newcastle  
**Diocese of Newcastle**



## **Purpose of the role**

The Verger's logistical and behind-the-scenes support will allow the Clergy and Staff Team more time for pastoral and sacramental responsibilities. This additional support will help the church continue to operate efficiently in line with the growth in our number of weekly events and the size of our congregation.

## **Position**

Key relationship with the Church Wardens, Church Leaders and Operations Team.

## **Working hours**

The Verger is expected to work 15 hours per week, including 8 hours on a Sunday (10am-2pm, 6pm-10pm). The rest of the hours will be flexible and spread across the rest of the week depending on events (to be determined with the Operations Director). Extra hours may be available on an occasional basis in accordance with additional events and bookings.

## **Salary**

The salary for a full-time appointment is £25,350 per annum, pro-rata for part-time appointments (i.e. £10,140 per annum for a 15 hour week).

## **Scope of the role**

This part-time role combines the responsibilities of a Verger and Facilities Manager. The role will support the team at St Thomas' by preparing the church building for services and events, holding keyholder responsibilities, and conducting general property and operational maintenance.

## **Duties and responsibilities**

### **Verger**

- Ensure the building is prepared to be used for regular weekly events, including Sunday services, Student Night, Youth Night, Tiny T's Toddler Group etc.
- Set up the building for special events and bookings, including moving furniture and ensuring public areas are clean.
- Unlock the church for special events and bookings, be on hand during events, and lock up once finished.
- With training, operate the AV desk (sound, graphics and lighting) when required.
- During Sunday services, be available to the welcome and hospitality teams for help and maintain cleanliness across the church building.
- For Sunday services with baptisms, ensure the baptistry is filled, heated and drained appropriately.
- Update signage as required.
- Charge the Ring doorbells as needed.
- Cleaning as and when required.

## **Property Management and Maintenance**

- Oversee the operation, maintenance, and safety of the church building.
- Undertake minor repairs and maintenance work as well as liaising with external contractors to keep the building in good condition.
- Ensure St Thomas' is complying with safety and environmental regulations.
- With training, test and maintain the fire alarm and intruder alarm systems at St. Thomas'.
- With training, monitor the working condition of the church boiler system, the master panel in the Master's office, and the level of wood pellets in the pellet store in the boiler room. This includes reporting issues and updating the boiler log.
- Report and log any faults or issues (e.g. lights, broken equipment).
- Ensure stairs to the boiler room and the boiler room floor is kept clean and free of all sawdust etc from the wood pellets delivery and use.
- Record energy meter readings and pass the information on to the relevant person at St Thomas'.

## **Other**

- Be responsible for the locking up of the church building for Sunday services, and be on hand for miscellaneous tasks during the services.
- Manage and delegate cleaning tasks to the Cleaner.

## **Requirements**

- Basic Awareness and Foundation safeguarding training.

# Person Specification

## Criteria

## Essential

## Desirable

### **Qualifications and Knowledge**

- Sympathetic to the values, aims and objectives of St Thomas' Newcastle.
- Able to demonstrate an understanding of church structures and organisation.

- A good understanding of safeguarding and health & safety.

### **Skills and Gifts**

- Able to solve problems, take initiative and be decisive in decision making.
- A team player who can follow direction as well as lead.

### **Christian Faith**

- Must be able to work on Sundays.
- Uphold the Christian ethos and support the vision and values of St Thomas' in all aspects of ministry and mission.

### **Experience**

- Cleaning experience.
- Experience of property management or maintenance.

### **Personal Qualities**

- Approachable, personable, dependable and self-motivated.

# Terms of Employment

## Working Environment

St Thomas' is developing a team that works in the power of the Holy Spirit to reach the goals and targets that God gives us. The Staff Team work and rest hard in a way that recognises that it is God who helps us deliver all that we do.

## Pension Contributions

Employees will be automatically enrolled in the Church Workers Pension Fund (CWPF) Pension Builder Classic Scheme. The employer contributes a sum equivalent to 10% of the gross basic salary as an employer contribution to the Scheme. This is a non-contributory Scheme and employees may voluntarily contribute to the Scheme if they wish to do so. Employees have a right to opt out of the Scheme after enrolment.

## Hours of Duty

The post is offered on a part-time basis (working 15 hours per week). The post holder must be able to work on Sundays. The post will require availability and attendance at evening and weekend meetings and events for which overtime is not paid but time off in lieu is provided. Lunch and any other breaks are unpaid. Extra hours may be available on an occasional basis for additional events which will be paid at a rate equivalent to the normal hourly rate of pay.

## Annual Leave

The leave year runs from 1st September to 31st August. Full-time staff receive 25 days paid leave per leave year exclusive of 8 public holidays and 4 additional holidays approved by the Operations Director (pro-rata for part-time appointments).

## Contract

The employer is the Newcastle Diocesan Board of Finance. The post is subject to a three-month probationary period.

## How to Apply

- Applications are to be made through Pathways ([cofepathways.org/members/modules/job/detail.php?record=8045](https://cofepathways.org/members/modules/job/detail.php?record=8045)).
- The closing date for the receipt of applications is **Sunday 26 January**.
- Interviews will be held on **Tuesday 4 February**.
- For an informal conversation about the role please contact the team at **info@stthomas.church**.