

Sunday Verger

St Thomas' Newcastle
Diocese of Newcastle



Role overview

The Sunday Verger is a part-time role combining responsibilities as a verger, caretaker, and cleaner. The role involves preparing and maintaining the church building for Sunday services, supporting volunteer teams, handling keyholder duties, and conducting general cleaning and maintenance tasks. The Verger ensures a safe and welcoming environment for the church family while assisting in the smooth operation of a Sunday at St Thomas'.

Position

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

Working hours

The Sunday Verger will work 12 hours on a Sunday from 9am-9pm. 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. £8,112 per annum for a 12-hour week).

Scope of the role

This part-time role combines the responsibilities of a verger, caretaker and cleaner. The Sunday Verger will support the team at St Thomas' by preparing the church building for our Sunday services (10:30am and 6:30pm), holding keyholder responsibilities, and conducting general maintenance throughout the day. The additional support from this individual will help the church continue to operate efficiently in line with the growth in our number of weekly events.

Duties and responsibilities

Verger

- Lock the building after the 10:30am and 6:30pm services.
- Be on hand during Sunday services to assist volunteer teams with miscellaneous tasks and operations.
- Ensure the baptistry is prepared for special Sunday services.

Cleaner

- Clean the building before and after the morning service, including toilets, kitchen spaces, kids group rooms, emptying bins, vacuuming, and realigning chairs.
- Between services, carry out any deep cleaning tasks required (e.g. cleaning glass windows or the baptistry).

Caretaker

- Ensure the building and fire risk assessments are being adhered to.
- Report and log any faults or issues (e.g. lights, broken equipment).
- Liaise with Operations Administrator and Midweek Verger about outstanding tasks and low stock levels.

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 12 hours per week). The post holder must be able to work on Sundays. 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=8200).
- The closing date for the receipt of applications is **Monday 3 March**.
- Interviews will be held on **Monday 10 March**.
- For an informal conversation about the role please contact the team at **info@stthomas.church**.