## St Michael le Belfrey
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Verger / Events Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Operations</td>
</tr>
<tr>
<td>Accountable to</td>
<td>Operations Manager</td>
</tr>
<tr>
<td>Location</td>
<td>St Michael le Belfrey and associated city-centre buildings</td>
</tr>
<tr>
<td>Working Hours</td>
<td>Part-time, minimum of 4 hours per month on a Sunday. Other hours on other days will be offered on a shift basis</td>
</tr>
<tr>
<td>Salary</td>
<td>£11 per hour</td>
</tr>
<tr>
<td>Contract Length</td>
<td>Casual. 1-month probation period (or 3 shifts, whichever comes first)</td>
</tr>
<tr>
<td>Leave</td>
<td>The rate of pay includes an allowance for leave</td>
</tr>
</tbody>
</table>

### Job Purpose

St Michael le Belfrey (known as “The Belfrey”) is a thriving Anglican church in the city-centre of York, with a lively worship life, a large membership spanning all ages, and a call to resource the North of England. We are entering an exciting period in the life of our church as we restore and renovate our church building, and temporarily move into a new home.

The Verger Team plays a key role in church services, events and the day-to-day upkeep of our buildings. This includes set up and pack down, security, cleaning, and maintenance.

Vergers ensure that the buildings where services and events are being held are kept to high standards of cleanliness and tidiness, and that they are set up fit for purpose. They act as key holders, and have an important role in the security of our buildings. They work closely with the Church Warden Team on Sunday and the Operations Team during the week.

As members of the staff team, Vergers will be playing a part in serving God’s transformation of the North.
**Working Arrangements**

Working on a shift basis, the Verger Team will cover Sunday services (7.30am to 1.30pm, and 4.30pm to 8.30pm). Shifts will also be available during the week (both daytime and evening) for events, other services such as weddings and funerals, or occasional cleaning and maintenance tasks; specific hours or a fee will be offered for these shifts.

Vergers will be “on the go,” working across four buildings in the centre of York. They will have access during the working week to a computer in our office.

**Main Duties & Responsibilities**

1. **Venue Set Up & Pack Down** - *Vergers follow a regular set up and pack down pattern for Sunday services, or the instructions of the Events Team Leaders for set up of other events. This may include:*
   a. Banners and external signs
   b. Accessibility ramps
   c. Baptism pool or font and other ecclesiastical furniture
   d. Tables and chairs
   e. Flexible staging
   f. Coffee machines and hot water boilers
   g. Decorations (e.g. fairy lights, bunting)
   h. Items or displays related to specific services or events
   i. Audio-Visual equipment for small events
   j. Moving equipment between buildings.

2. **Cleanliness & Maintenance** - *Vergers are responsible for the cleanliness and tidiness of a venue before and after a service or event. They will sometimes supplement the work of our Cleaner, or support the Facilities Team with small maintenance tasks.*
   a. Vacuuming, sweeping and mopping
   b. Cleaning and disinfecting surfaces
   c. Emptying bins
   d. Cleaning and upkeep of bathrooms and kitchenettes
   e. Tidying and maintaining supply cupboards
   f. Restocking cleaning and hospitality supplies
   g. Maintenance and accessibility of entrances and exits, such as keeping paths swept and ice-free or removing rubbish
   h. Dealing with emergency situations in the first instance, such as power cuts or water damage.

3. **Security** - *Vergers are responsible for the implementation of basic security measures at a venue during a service or event.*
   a. Unlocking and locking the venue
   b. Staffing entrances and exits while open
   c. Setting security alarms as applicable
   d. Responding to fire or intruder alarms and acting as fire marshall during the service/event
   e. Dealing with occasional drunks or rough sleepers in a kind, caring and appropriate manner.
<table>
<thead>
<tr>
<th>Terms &amp; Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The above job description is not exhaustive, and the post-holder should expect to undertake such tasks as may reasonably be expected within the scope and grading of the post, as required by the line manager.</td>
</tr>
<tr>
<td>2. Full training will be provided.</td>
</tr>
<tr>
<td>3. Some lone working (in accordance with The Belfrey’s lone working policy), occasional heavy lifting, accessing stairs and working at heights will be necessary, after appropriate training.</td>
</tr>
<tr>
<td>4. The post-holder will be part of the church’s Staff Team; they are not expected to attend staff gatherings and meetings due to the casual nature of the role, but are most welcome to. In the case of attendance at a staff meeting being deemed essential by the Line Manager, the Vergers will be paid at the hourly rate.</td>
</tr>
<tr>
<td>5. It is not a requirement that the postholder be a committed follower of Jesus, but they must be in sympathy with the vision and values of The Belfrey and the Christian faith. As Vergers are required to be present in services and other Christian events, they must be comfortable working in an environment where prayer, worship and Christian teaching are a normal part of everyday working life.</td>
</tr>
</tbody>
</table>

This Job Description was agreed by the St Michael le Belfrey PCC on 21 November 2022.