



St Andrew's Bedford Verger



*A part-time post 7 hours per week
plus fees from Pastoral Offices and seasonal over time*

Context

St Andrew's is an Anglican Church close to the town centre of Bedford. We are an inclusive, all age community in a liberal catholic tradition. The parish we serve is primarily residential and the Church Centre provides a focal point for various community activities.

Approximately 120 adults and 25 children regularly attend our main Sunday service. Our regular worship pattern is:

- Sunday 8am Said Eucharist
- Sunday 10am Parish Eucharist
(All Age worship on the first Sunday of the month)
- Sunday 6pm Choral Evensong (on the first Sunday of the month)
- Wednesday 10.30am Said Eucharist

In addition, there is a rich liturgical tradition around Festivals including Holy Week and Easter, Christmas, Ascension Day etc.

Our full-time paid staff members are the Vicar and Operations Manager. Part time staff positions are held by our Children and Families' Minister, Youth Minister, Administrative Assistant, Director of Music, Caretaker and Cleaner. Additional ministry is provided to the church by volunteers including the Churchwardens, assistant Priests, servers and sacristans.

We are looking to appoint a part-time Verger in order to:

- Prepare the Church for regular Sunday services and festivals
- Help fulfil our Mission Action Plan aims of
 - Ensuring our acts of worship are increasingly inclusive and transformative.
 - Inviting diversity among contributors to worship including servers.

The Role

The Verger will be engaged to work with the Vicar, Assistant Verger(s) and the voluntary team in ensuring that we offer our best to God in worship, encourage and enable contribution, and allow space for the Holy Spirit to work. The role has a focus on practicalities, which require an ability to see fine detail and engage in physical work, but the purpose of the work is always to facilitate worship which draws people to God.

What St Andrew's offers

- a thriving, well-resourced Church with a dedicated team of volunteer servers and sacristans
- an experienced and visionary Vicar, who will offer support and regular supervision
- well established liturgical pattern throughout the year, with the scope for development and renewal
- opportunity to work closely with a wider team of paid staff, volunteers and clergy

- an attractive church building, which is tidy and well maintained
- a large and well equipped vestry and robing room
- encouragement to access training and conferences through the Guild of Vergers
- support in discerning future ministry and vocation, if appropriate

Role description

The Verger at St Andrew's Church prepares the Church for worship, ensures the smooth running of services, oversees the Garden of Rest, and manages the work of the Assistant Verger(s).

The Verger is line managed by the Vicar. During a vacancy, the Verger reports to a Church Warden, and works with Associate, Assistant or visiting clergy taking services.

Under the 2010 Equality Act, schedule 9, there is a Genuine Occupational Requirement that the holder of this post is a practising Christian.

The Verger's duties include:

- Working closely with the Vicar to plan worship.
- Preparing the Church for regular services, including:
 - Sundays: 8am Eucharist
 - 10am Parish Eucharist (10 am All Age Worship on the first Sunday of the month)
 - 11.30 am Baptism services.
- Preparing the Church for special seasonal services and Festivals.
- Opening up and locking Church, following security policy.
- Changing the altar frontals, and pulpit and lectern falls in seasonal colours.
- Laying out vestments.
- Recruit and train servers and organising the server's rota.
- Ensure the microphones are in place and ready for use with charged batteries.
- If required, operate the sound desk and / or livestream for smaller services if volunteers are not available.
- Tidying the Church after services, arranging books in the pews and returning valuable items to the safe.
- Maintain the cleanliness, order and readiness of the sanctuary and church for worship.
- Order the wine, wafers, candles and other consumables.
- Clean the communion vessels, the ambry light holder, votive light holder and the used votive candle glasses.
- Replacing candles as needed
- Preparing plots for burial of ashes in the Garden of Rest (if not undertaken by the Funeral Director.)
- Verging for weddings and funerals (please note that these fees are paid by the families involved, and need to be claimed for.)
- Overseeing and managing the work of the Assistant Vergers.
- Acting as Fire Warden.
- With the Vicar, writing risk assessments for worship.
- Attending staff meetings once a month (Tuesday mornings.)

Location and Hours

The Verger will work mainly in the Church and vestry of St Andrew's Church, MK40 2PF. The role is part time at 7 hours a week, with the potential for seasonal overtime at the standard hourly rate of pay, and fees from pastoral offices. Core working hours are:

- Saturday 4pm – 5pm
- Sunday 7am – 12 noon

Other work will be undertaken flexibly outside these hours, for example ordering consumables, drawing up rotas, or changing altar frontals.

Terms and Conditions

The detailed terms and conditions will be contained in the post holder's Contract of Employment. Annual paid holiday entitlement is 5 Sundays per annum. Leave should be arranged in advance with the Vicar.

The line manager for the role will be the Vicar, Rev's Canon Lucy Davis.

The rate of pay for 7 hours per week is £5,140 per annum, paid monthly by BACS. Remuneration will be reviewed annually in January. Overtime will be agreed in advance with the Vicar.

Appointment will be subject to enhanced DBS clearance and compliance with the Asylum and Immigration Act 1996.

For an informal discussion about this post, you may like to speak to the Vicar by contacting her on vicar@standrewsbedford, or come and visit us on a Sunday morning.

More details from www.standrewsbedford.org or by email from Kelly Agler Good operationsmanager@standrewsbedford.org