



St Andrew's Bedford Assistant Verger



A part-time post 10 hours per month

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 (10 times a year)
- 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 Assistant Verger in order to:

- Prepare the Church for Wednesday Eucharist and Choral Evensong
- Offer additional capacity during Festivals and to cover holidays for the Verger

The Role

The Assistant Verger will be engaged to work with the Vicar, Verger 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
- an attractive church building, which is tidy and well maintained
- a large and well equipped vestry and robing room

Role description

The Assistant Verger at St Andrew's Church prepares the Church for the weekly Wednesday Eucharist worship and Choral Evensong on the first Sunday of the month, and ensures the smooth running of these services.

The Assistant Verger is line managed by the Verger.

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

The Assistant Verger's duties include:

- Preparing the Church for specific regular services:
 - Sundays: 6pm Choral Evensong on the first Sunday of the month
 - Wednesday: 10.30 am Eucharist
- Opening up and locking Church, following security policy.
- As the Verger requests, helping to prepare the Church for special seasonal services and Festivals.
- As the Verger requests, helping to changing the altar frontals if required
- Laying out vestments.
- Ensuring the microphones are in place and ready for use with charged batteries.
- If required, operating 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.
- At the request of the Verger, offering cover for verging at weddings and funerals as required (please note that these fees are paid by the families involved, and need to be claimed for.)
- Providing holiday cover for the Verger, by agreement.
- At the request of the Verger, verging for weddings and funerals (please note that these fees are paid by the families involved, and need to be claimed for.)

Location and Hours

The Assistant Verger will work in the Church and vestry of St Andrew's Church, MK40 2PF. The role is part time at 10 hours a month. Core working hours are:

- Wednesday 9.45am – 11.30am
- First Sunday of the month: 5.30pm – 7.30pm

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 Wednesdays. Leave should be arranged in advance with the Verger.

The line manager for the role will be the Verger.

The rate of pay for 10 hours per month is £1,614 per annum paid monthly by BACS. Remuneration will be reviewed annually in January.

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