

# THE PARISH CHURCH OF ST. MARY'S LAPWORTH

## Job Description

Job Title: Parish Clerk, known as Verger/Sexton  
Based at St Mary's Church, Lapworth  
Reports to the incumbent.

### Job Purpose

The verger promotes and maintains the security, serenity and readiness of the church and churchyard so that they are at all times able to operate as a place of worship and prayer, meetings and events, and as a sought-after destination for visitors.

The basic duties amount to 14 hours per week. A significant part of this work needs to be done on Sundays and on Public Holidays such as Christmas Day and Good Friday.

There is some flexibility around this job description and candidates may like to contact the Churchwardens (Hugh Roberts, Tel: 01564 783936 or Mike Parkes Tel: 01564 783189, Mob: 07717 071879) about how the duties are fulfilled, or to view The Clerks House. There are certain additional duties at the Old School for which fees are paid, which could be included or excluded by agreement.

### Church

1. Responsible for opening and closing the church each day at appointed times. Setting the intruder alarm as appropriate.
2. Undertake a regular cleaning schedule of all areas of the Church to ensure a high standard of cleanliness.
3. Regularly clean brass ornaments and other brassware in the church.
4. Maintain adequate stocks of communion bread and wine and also altar candles. Buy in other liturgical supplies such as palm crosses and a Pascal Candle for Holy Week/Easter.
5. Maintain adequate stocks of cleaning materials and other stores as necessary.
6. Responsible for day to day operation of the heating system.

7. Monitor reserves of heating oil and report to Warden when replenishment is required.
8. Adjust clocks and time switches, including central heating timers, as required.
9. Arrange to dispose of refuse weekly.
10. Arrange to carry out any laundering requirements for the church.
11. Maintain church and churchyard registers.
12. Report any fault or damage to the fabric of the premises to the Rector or Wardens for further action to be taken.
13. Open and lock the church to contractors, as needed.
14. In the event of a church alarm (fire or intruder) going off, the verger is a named contact person for the church alarm monitoring company, and should investigate, calling for additional help or resetting as appropriate.
15. Clear a pathway in the event of a snowfall to facilitate access to the church by the congregation via the main path from the car park and church steps.

### **Church Services**

Every Sunday there is an 8.30am Said Eucharist and an 11am Choral Service. Usually there is also a *Together@9.30am* on second and fourth Sundays of the month. There is a 12.30 Service of Baptism 3-6 times a year. Occasionally there is a Sunday evening service (Carol Service, All Souls, Special Evensong).

On Wednesdays there is a 10am Said Eucharist service and in Lent there is a 7.30pm Service of Compline (night prayer).

Other important midweek services include Ash Wednesday, Maundy Thursday, Good Friday (two services), Ascension Day, Christmas Eve (two services) and Christmas Day (two services).

About 4-8 times a year a midweek church Festival will be marked with 7.30pm Said Eucharist service.

1. The verger is responsible for setting out the church (altar frontals, crosses, candles, communion vessels, collection plates, prepare registers) for all of the service above.
2. The verger also tidies up promptly after the service, ensuring silverware, brassware and church collections are all safe.

3. The vergers should normally attend all the above church services, except that it is enough to attend just one service on a Sunday, normally the 11am where the vergers may have liturgical duties.

### **Weddings, Funerals, Burials and Interment of Ashes**

The vergers set out the church for these services, and tidy away afterwards. Usually the family pay the vergers a fee (currently £45 for weddings and funerals (including burial), £20 for stand alone burials and interment of ashes) for these services, in which case the vergers should attend the service. For burials and interment of ashes, the vergers should prepare the burial registers for the minister's signature and complete the paperwork afterwards.

### **Churchyards**

The vergers are not responsible for the mowing, which is done by contractors. Maintenance of memorials is the responsibility of the families that installed them.

1. The vergers will maintain the tidiness and good order in the churchyard, disposing of dead flowers and wreaths as required.
2. The vergers will mark graves and burial plots when needed by monumental masons or gravediggers.
3. The vergers will supervise the digging of graves, and will arrange and supervise the digging of cremation plots. The vergers may dig cremation plots himself/herself and retain the fee.
4. The vergers will maintain the records of burials and the plan of graves and cremation plots in good order.
5. With the knowledge and consent of the incumbent, the vergers may enter into private arrangements with families for the maintenance of particular graves.

### **Car Park**

The vergers will ensure that the church car park is tidy, and that the car park toilets are clean and in good working order.

### **Old School Hall**

These duties would be by agreement between the Lapworth Old School Trust (LOST) trustees and the vergers, and fees would be payable for them.

1. Act as caretaker for the Old School, opening it for contractors or for people interested in bookings, as required.

2. Keep and maintain the bookings for the Old School, including invoicing and receiving money to pass on to the churchwardens for banking.
3. Carry out cleaning duties throughout the hall without inconvenience to users with particular attention being paid to kitchen, toilets and entrance areas.
4. Maintain hall wood block flooring by regular weekly sweeping and buffing as necessary and carrying out major buffing up at key intervals as necessary.

### **Candidate profile**

#### Essential:

1. Be sympathetic to the ethos of the Church of England.
2. Ability to work independently, taking responsibility and being accountable for their proper completion.
3. Flexibility in work patterns to fit in with the requirements of the Church.
4. Proven honesty and integrity.
5. Ability to work under pressure.
6. Ability to use initiative.
7. Team-working.
8. Be literate and numerate.
9. Be well organised and detail-oriented, with the ability to calmly handle multiple competing demands.
10. Be physically fit and able to undertake physical work, including moving furniture, shovelling snow, lifting up to approximately 25 kg, and able to stand/walk for significant periods of time.
11. Be attentive to good practice in management of security, safeguarding and health & safety matters.
12. Possess good interpersonal skills with members of the public, congregation members, visitors and volunteers alike.

#### Desirable:

1. Have an understanding of church liturgy.

2. Be a communicant member of the Church of England.
3. Previous experience as a vergers
4. Involvement with the Guild of Vergers