



Parish of High Ongar with Norton Mandeville

Job Specification - Verger

DUTIES: (subject to alteration from time to time by the Priest in Charge):

In general the verger is responsible for overseeing the church is ready for a forthcoming service and for tidying away afterwards:

General Requirements:

- When appropriate given the weather, ensuring the heating is set to come on early enough to warm the church before the start of the service.
- Opening up of the church at least 30 minutes before the service;
- Turning on the lights, (or lighting of the lamps in the case of All Saints’);
- Ensuring a glass of water is available for use by the Minister;
- Setting out the collection plate;
- Setting out and lighting of the candles on the Communion Table;
- Ensuring service/ other register(s) are completed before and after the service as appropriate;
- Deal with offertory/ collection as appropriate, including counting it, then recorded the amount in the Service Register and then either putting in the safe in a labelled envelop or money bag, or handing the sealed labelled envelop/ bag directly to the Administrator/ Treasurer.
- Extinguishing the candles, turning off lights/ heating and generally tidying up and ‘closing’ the church to its normal non-service mode.

Specific to Weddings:

- Setting out a table and two chairs near the Communion Table for the signing of the Registers and Marriage Certificate [exact location to be agreed with the Minister];
- Setting out the registers, marriage certificate, (with black ink pen to sign) on the table;

- Placing two white kneelers on the first step near the Communion Table;
- Greeting people as they arrive;
- If there are no ushers, enquiring whether guests are of the bride or groom and directing them to the appropriate side of the church and handing out of service sheets ;
- If there are ushers, assisting them with their duties if required to do so.
- Counting number of people attending and entering into the Service Register;
- Ensuring Minister signs Service Register before they depart;

Specific to Funerals:

- Setting out the two trestles at the front of the church for the coffin;
- Getting out the Service Register (and Register of Burials if the funeral includes a burial in the church graveyard);
- Liaising with the Funeral Directors as appropriate;
- Greeting people;
- Handing out service sheets/ hymn books as appropriate;
- Counting number of people attending and entering into appropriate Service Register;
- Ensuring Minister signs Service (& burial) Register(s) before they depart;

Person Specification:

- Preferably be a regular worshiper within the Parish, and be in sympathy with the Church of England's services and more specifically with the Mission and Values of the Parish, mindful of the fact that, as a paid official of the church, the Verger, to some extent, represents the church to those attending occasional services, many of whom do not regularly attend church, if at all.
- Be discreet and quietly efficient.
- Have a kind, warm and welcoming manner and nature;
- Be pastorally sensitive as appropriate to the emotional and spiritual needs of those attending services.
- Be familiar with the service structure of weddings and funerals.
- Offerings/ collections at funerals are usually given to a charity nominated by the next of kin. When this is the case, the amount should not be entered into the Service book, but handed to the Funeral Directors who will count it and forward it onto the relevant charity accordingly.

- Be readily available at relatively short notice in the case of funerals, and be available and prepared to work at weekends, when most weddings take place.

Fees:

At present, the fee payable for verger services is as follows:

Weddings: £45

Funerals: £35

Fees are reviewed annually by the Parochial Church Council

hopo/dpc/18 May 2010