

Job Title Sunday Verger

Reports to Hospitality & Sunday Team

Work location: St Pauls, Hammersmith

St Paul's Hammersmith (SPH) is a thriving community of CityShapers: being shaped by God to shape the city. We know that as we encounter God and seek his presence together, he is calling us to play our part in influencing and transforming our society locally and globally.

You will be part of a passionate and growing staff team who are eager to see a revival in our lifetime. Committed to worship and prayer, the team are always seeking God's direction in every way. You will be part of a committed team responsible for serving the church and the wider community.

Key Responsibilities

8am – 1:30pm (5.5 hour shift) 8:30am Service & 11am Service

- Unlock the parking lot (entrance end only)
- Unlock the church doors & place the welcome Flag outside
- Place the rope and cones barrier for front-side parking
- Set up the 8:30am communion table
- Place Order of services, Bible & Hymn trolley by the church door
- Host service welcome until volunteer team arrive
- Take out a box of cups, coffee, tea, sugar, and stir sticks to leave ready for the morning team to serve refreshments after service
- Move the large wood table into place for refreshments
- Check all toilets and ensure they are fully stocked with toilet rolls and disposable hand towels
- Clear & clean all elements of Holy Communion following the 8.30am (unless HC is taking place at other services)
- Reset & tidy for 11am service
- Assist music set up in the atrium for post & preservice
- Assist plasma screen set up for streaming 11am service into the atrium
- Regularly patrol the grounds to ensure safety around the site
- Direct and assist drivers & monitor parking outside
- Manage challenging behaviour - sensitively and confidently deal with requests and concerns raised by those coming into the Church and refer them to the appropriate persons. Seek clarification as required
- Litter picking around the site especially pre-services.

End of service/Post Service

- At the end of the Service close and lock church glass doors, place rope across & move the exterior welcome sign to the Centre entrance doors
- Periodical checking of all church doors, especially the centre doors & lock if found open - entrance & exit is the on the green side only – no other doors are to be opened in the Centre
- Ushering people out of the sanctuary
- Clear and replenish rubbish bags from the church & centre
- Help with any Kids and Youth clear up
- Re-set chairs for the 5pm service
- Responsibility to lock up the site by 1:30pm

4pm – 8pm (4 hour shift)
5pm Service

- Manage the security of the congregation. Seek clarification as required
- Manage challenging behaviour - sensitively and confidently deal with requests and concerns raised by those coming into the Church and refer them to the appropriate persons. Seek clarification as required
- Regularly patrol the grounds to ensure safety around the site
- Clear and replenish Church & café bins
- Ensure the church is clear and ready for Monday morning as directed by site requirements
- Foster a volunteer culture to support clear up, clearing away of cups rubbish etc.
- Move the large wood table back into the Centre of the café & reset the café furniture
- Replace plasma screen & IT equipment for streaming or music in a secure designated location
- Responsibility to lock up the site by 8pm
- Designated Theme Sundays, Training or Lunch Events - oversee the set up and breakdown of the designated rooms and furniture needed (extra hours may be needed)
- Litter picking around the site especially pre-services.

The role will suit someone with the following experience and competencies

- Understand, demonstrate, and enable St Paul's Hammersmith's vision and values to be displayed in action
- Operate independently and as a team player demonstrating willingness to work within a ministry team
- Customer-facing skills, dealing confidently with a diverse range of congregation members and visitors
- Ability to seek clarification, adapt approach to resolve (or avoid) conflict and manage complaints and/or challenging requests in a timely manner
- Ability to multi-task and prioritise using excellent time-management skills
- Excellent communication skills
- Flexible in working arrangements
- Ability to learn and develop
- An understanding of safeguarding and how to keep young people and vulnerable adults safe
- Comply with St Paul's Policies, Procedures and guidelines and data protection requirements.

Working Requirements**Days of work**

- Ability to work in shift patterns across Sunday, as outlined below, but with the ability to work flexibly depending on the requirements of the role
- Shift 1: 8am – 1.30pm / Shift 2: 4pm to 8pm
- Support the Site team and Hospitality & Sunday Team, and other duties as reasonably required
- Paid Safeguarding Training before starting the role

Package

- Casual Work: London living wage at £11.95 per hour