

## JOB DESCRIPTION

Job title:	Events Support / Verger
Team:	Facilities
Line Manager:	Head Verger
Hours:	Full-time: 40 hours per week on a shift basis, including some evenings, weekends and occasional bank holidays.
Annual leave:	22 days, plus Bank Holidays. In addition, periods at Christmas may be granted, at the Rectors discretion, when the Parish Centre is closed.
Term:	Fixed term, 12-month appointment
Salary:	£19,000
Place of work:	St Aldates Parish Centre, 40 Pembroke Street, Oxford, OX1 1BP

## ABOUT ST ALDATES

St Aldates is an evangelical, charismatic Anglican church situated in the heart of Oxford on a site where there has been a worshipping community for several hundred years. Our first priority is to connect upwards with God through worship, prayer and the Word, which together provide the foundation for all that goes on.

The city-centre parish is relatively small, with few residents; but the congregation is large, with members travelling from around Oxford and the wider county. As well as three Sunday services, the church runs a range of ministries specifically for students, men, women, children, youth and internationals. Members are encouraged to join Pastorates, which meet midweek for fellowship, worship, teaching and ministry in a smaller context.

In addition, St Aldates is an outward-looking church, with an emphasis on evangelism (running termly Alpha courses), outreach to the marginalised in the community (through the ACT! ministry) and support to mission work (based both in the UK and overseas).

The staff team consists of around 15 Leadership team members, and a similar number of Operational staff working in three departments: general administration, operations and finance. In addition, the School of Ministry recruits 12 interns annually who work alongside ministry leaders.

The main Church building seats around 650 people and was extensively re-ordered 30 years ago. It provides a majestic yet flexible space for worship and is regularly used for special events such as Student Balls, conferences and other meetings. The Parish Centre (40 Pembroke Street) holds the offices of most of the Staff team along with various meeting rooms which, when not in use for Church activities, are rented out for Commercial Lettings. The Catacombs Building (a few hundred metres away on Littlegate Street) has space that is used as a Youth centre and the basement has been dedicated as the Oxford Prayer Room.

For more information about St Aldates, please visit [www.staldates.org.uk](http://www.staldates.org.uk).

## **PURPOSE OF THE ROLE**

The Events Support / Verger Team play a pivotal role in the day-to-day upkeep of St Aldates buildings, including security, cleaning and maintenance. The Team ensure that the premises are kept to a high standard of cleanliness to facilitate the use of the building as staff offices, for ministry meetings and commercial letting. They are also responsible for the day-to-day security of the buildings and support the upkeep of the premises. The Team is expected to facilitate the set-up of all events using the Parish Centre, Catacombs and Church buildings, setting up Sunday services and numerous other Church events (such as Alpha, the Marriage Course, Children's Church, youth and student meetings, prayer nights, conferences and weddings) and commercial bookings from small board meetings to large classical music concerts. As well as the basics of tables and chairs, room set-up often involves the need for technical equipment, such as data projectors and sound equipment.

The role is essential in supporting the smooth running of St Aldates. Working on a shift basis, the Team generally provides support for all activities between the hours of 7am and 11pm, seven days per week.

## **WORKING ARRANGEMENTS**

Each team member is required to work 40 hours per week, to a shift pattern. Saturday and Sunday working is required on a rota basis; weekend work varies in style and content and not every team member is on duty every weekend. The job involves some late night resets of the Church and Parish Centre (usually after Saturday events in order to get the Church and Parish Centre ready for Sunday services).

Owing to the nature of the work, team member are mostly "on the go" around the locations where their various tasks are based and share office space and computer access in the Parish Centre.

The Team is responsible in the first instance to the Head Verger, who will provide training and support. The Head Verger reports to the Facilities Manager who in turn reports to the Operations Director. Any serious employment matters would be considered by the Operations Director and Rector or ultimately St Aldates PCC (Parochial Church Council), who are the legal employers.

## **KEY TASKS AND RESPONSIBILITIES**

*There is no requirement for the postholder to be a practicing Christian, but they must be in sympathy with the vision and values of St Aldates Church and the Christian faith. They must be comfortable working in an environment where prayer and worship are a normal part of everyday working life.*

*The postholder will frequently be acting as a front-line representative of the church with members of the general public and high standards of service and integrity are required.*

### **A. EVENTS**

1. To help with the setup and take down of facilities for all Church events
2. To assist in ensuring that all customer service needs for commercial lettings are met
3. Routine and ad hoc maintenance/upkeep of Church, Parish Centre, Catacombs and other facilities

### **B. BUILDINGS**

The team members are broadly responsible for the security, cleanliness and maintenance of the following buildings.

1. The Parish Centre (40 Pembroke Street): formerly the Rector's residence, this was refurbished in 1993. It contains four medium-sized meeting rooms and one larger room called The Christopher Room, plus a professional standard catering kitchen. All of these rooms are used by different church ministries and let to external groups; it is the Vergers' responsibility to set up for these bookings. Space on the upper floors is used for St Aldates staff.

2. The Church: reordered in the late 1990s. Pews were removed, new audio-visual equipment installed and a new glass entrance opened onto the main street. As such, this building is now more flexible in its use including Sunday and other church meetings, Prayer Nights, Children's Groups, Student Meetings, Alpha, and Marriage Course etc.
3. 9 Pembroke Street: the School of Ministry Interns are housed in this building. The Facilities Team carries out small maintenance tasks throughout the year and a more thorough clean annually every summer.
4. The Catacombs: The redevelopment of this ruined building has given the Church two new spaces: the ground floor for a Youth centre and the basement - dedicated as the Oxford Prayer Room
5. Other: the team members also act as key holders for the Rector's house (Holy Trinity House, known as "HTH"), 2 Shirelake Close (currently let to our Curate) and any other buildings as may be acquired by St Aldates in the future.

#### C. OTHER

- Weekly Meetings: The Facilities Team holds weekly meetings.
- Volunteers: When volunteers are recruited to help with events, the Verger may be expected to direct their work as appropriate.

The post holder may also be asked to undertake other duties not specifically outlined in this job description in order to support the vision and work of St Aldates.

#### **DETAILED DUTIES**

##### St Aldate's Church

The Verger is responsible for ensuring that the following are carried out. A work plan has been developed to help with the organisation of regular tasks throughout the year.

- Regular cleaning of toilets, building, welcome area. This includes the vacuuming of carpets, washing of the stone floor, cobweb and dust removal, up to a safe working height.
- Tidying of cupboards and ensuring that the crypt is tidy and free from hazards
- Providing access for authorised maintenance workers and other tradesmen
- Cleaning and treating floors where necessary, including spot cleaning the carpet after spillages
- Keeping a watch for faults, problems and repair needs
- Sweeping paths, including gritting during icy periods
- Clearing base drains and washing them down at ground level
- Unlocking/Lock up of the building when on duty
- Restocking of cleaning products and other items
- Removing rubbish from church yard and path areas, including pressure washing of doorways and walls where necessary.
- Dealing with emergency situations such as floods, damage to building, blocked gutters etc
- Responding as point of call for alarm discharges
- Set the church as necessary
- Liaising with members of the congregation and group leaders as required
- Setting up and removing sound equipment for meetings, including an initial sound check
- Removing and resetting chairs as required and supervising chair helpers, placing tables where necessary
- Weddings/Funerals – set the church, cleaning, attendance at rehearsal and reset

## **Parish Centre**

- The Vergers' role covers both the needs of conference bookings and the requirements of the church for meetings. There is a cleaning and work schedule in place.
- Regular cleaning and up keep of the toilets, Rooms and Reception area. This includes the vacuuming of carpets, washing of the floor, cobweb and dust removal, up to a safe working height.
- Set up and clear away bookings
- Liaising with leaders of conference booking groups in accordance with the code of conduct
- Preparing the building each day
- Setting up and removal of church meetings
- Liaising with members of the congregation as necessary
- Replacing light bulbs, toilet paper, hand towels etc
- Small maintenance tasks
- Cleaning of the interior and exterior of the building
- Nightly lock up and security of the building

## **JOB REQUIREMENTS**

- Availability: Available to work at Christmas services including Christmas Day, Carol services, Easter services, Annual Parish Church Meeting, and at other events when required.
- The role requires significant levels of physical effort, including lifting and carrying and includes some working at heights.
- As the role often involves unsupervised working around children's groups or vulnerable adults, any appointment is subject to an enhanced DBS check.
- Duties require the post-holder to be present during Sunday services and other Christian ceremonies. The post-holder is also a key point of contact for visitors to the church and parish centre. The post-holder must be in sympathy with the vision and values of St Aldates church.
- Probationary Period: There is a three month probationary period.

## **PERSON SPECIFICATION**

1. Experience of physical work/manual labour
2. Willing to maintain a high level of cleanliness of the facilities.
3. Professional, friendly manner.
4. Ability to work well under pressure.
5. An appreciation of the importance of health & safety.
6. Ability to follow instructions and be proactive.
7. Prior knowledge of DIY/maintenance.
8. Attention to detail, working to extremely high standards.
9. Computer literacy (e.g: Microsoft Outlook and Microsoft Word). Knowledge of audio visual systems would be an advantage.
10. Commitment to the vision and values of St Aldates Church.

## **TO APPLY**

Please email [jobs@staldates.org.uk](mailto:jobs@staldates.org.uk) for an application form.