

Vergers

Application Pack

ST MARY'S
HITCHIN



St Mary's Church
Hitchin

THE PARISH OF HITCHIN

Holy Saviour, St. Faith's, St. Mark's and St. Mary's

Office: Church House, Churchyard, Hitchin, Herts. SG5 1HP

Telephone: 01462 432951

Registered Charity no. 1132874

Email: hitchinparishoffice@btinternet.com

September 2018

Dear Applicant,

Thank you for your interest in the post of Verger of St. Mary's Hitchin. The Verger plays a key role in the life of the church here.

St. Mary's is a beautiful and thriving parish church in the attractive market town of Hitchin. The town is well known for its wide range of interesting and diverse shops, bars and restaurants and the church is located at the very centre of this vibrant community. The town has retained its medieval street plan and in 2013 a poll in the Times voted Hitchin as the 9th best town in the UK in which to live.

For over 1200 years the church has served the spiritual needs of the local population. Today there is a large, friendly congregation with four services each Sunday and others during the week. The post of Verger offers the opportunity to serve with a team of enthusiastic volunteers and to be a member of the Fabric Committee that is responsible for the church building and the surrounding land. St. Mary's is the largest parish church in Hertfordshire and plays a central part in the life of the town.

The Verger works five days a week, including Saturdays and Sundays, with two regular, consecutive free days each week. One of these days is ably covered by an Assistant Verger. The working hours are 40 per week including some evenings. The salary is £16,000 per annum. The salary is subject to annual review on the 31st March. The Verger is housed free of charge, apart from utility bills, in a two-bedroom flat with some of the best views of Hitchin.

If you would like an informal conversation before applying please give me a ring on 01462 432951.

With best wishes,



Canon Michael Roden
Rector of Hitchin

The Schedule of Verger's Duties for St Mary's Hitchin and Church House

- 1 In relation to the Church, the Verger is responsible to the Incumbent and to the designated Churchwarden for such things as:-**
- i the care and welcome of visitors and the opening and locking up of the church
 - ii the day-to-day care of the building, roofs, gutters, drains etc and items of general maintenance. He/She is also responsible for reporting to the designated Churchwarden any problems which are beyond his/her own ability to solve
 - iii working from time to time at height, including raising and lowering the flag and clearing the roof gutters, subject to appropriate safety procedures
 - iv the order and cleanliness of the church including the porches; its security and the cleanliness and security of its ornaments and vessels
 - v the general care of the churchyard in co-operation with the local authority including the regular cleaning of drains, spraying weeds around the church and clearing pathways as necessary
 - vi the preparation of the church for regular worship on Sundays, weekdays and for occasional services - including setting out vestments, changing altar frontals and caring for linens and altar cloths
 - vii the supervision of the church prior to, and at the conclusion of, concerts
 - viii working in conjunction with voluntary helpers such as stewards, other cleaners and those helping in the sacristy as appropriate
 - ix writing up the Register of Services, counting and entering numbers attending
 - x the control of the heating, lighting and sound systems; the care of the notice boards; the care of money put in church boxes
 - xi taking part in processions for Sunday services and other specified occasions
 - xii maintaining stocks of supplies such as candles, wafers and wine for services and the replacement of any broken items of ceremonial equipment
 - xiii responding to emergency calls concerning the church and Church House at any time of day or night
 - xiv carrying out any other duties deemed necessary by the Incumbent and the designated Churchwarden

The nature of these duties is such that this appointment is subject to DBS clearance

2 In relation to Church House, the Verger's responsibility is to the Incumbent, and this is normally devolved to the Clerk to the Trustees acting as Church House Manager, and to the designated Churchwarden as regards the fabric of the building for such things as:

- i the cleanliness and security of Church House and its adjoining car park, its hall, passageways, offices, kitchen and toilets, and carrying out items of general maintenance
- ii the care and cleanliness of his/her own flat and of the staircase leading to the flats
- iii the control of the heating system
- iv the collection of hire charges in co-operation with the Clerk to the Trustees of Church House
- v carrying out any other duties deemed necessary by the Clerk to the Trustees and the designated Churchwarden