

Vergers/Church Assistant Position Description

Position Title	Vergers
Location	St Michael's Uniting Church 120 Collins St, Melbourne
Employment	Casual
Reports to	Office Manager
Key relationships	Minister Finance and Operations Manager
Responsible for	N/A

Description

The Vergers/Church Assistant assists with the efficient running of Worship Services (Sunday services, Weddings, Funerals etc) and other events at St Michael's. Vergers are the first to unlock the doors and turn on the lights, and help the Minister, team members and volunteers and oversee that things run smoothly. Vergers are usually the last to leave and lock up the premises.

The ideal candidate will be enthusiastic, have a keen eye for detail, and take pride in helping others. You will help guide visitors and make them feel welcome in the space, communicate with the team and assist them as needed, and have an eye for spotting where assistance is required.

Appointing Body

The Vergers is appointed by, and accountable to, the Finance/Operations Manager of St Michael's Uniting Church.

Purpose of the Position

The Vergers is responsible for:

- The care and security of the church and adjoining building.
- Assist with the safety and security of staff and volunteers
- Preparation for Sunday Service and other worship services (Weddings, Funerals) including but not exclusive to checking church is ready, switch on lights and heater, open doors, general cleaning etc.
- Report any incident and disruption to the St Michael's office including breakdowns, damage, accident, or shortage of equipment.
- Performing the duties of Chief Emergency Warden
- Assisting the Minister, staff and volunteers before, during and after service.

Workload

We have a small team of Vergers who take on shifts. There are shifts every Sunday, every Thursday afternoon for Organ Recitals, and occasional events such as Weddings, Funerals and others.

Vergers may also be asked to take on Sunday duties such as operating a PowerPoint presentation or assisting with other technical duties.

Duties and Responsibilities

Before Sunday Service

Around 8:30 AM – 8:45 AM

IN CHURCH:

- Turn both alarms off in church:
 - Vestry alarm keypad (in switch room) & 2nd main alarm keypad (in Church side foyer).
- Turn on the lights by the touch screen in the foyer.
- Gauge comfort levels inside church.
 - (In Winter) If needed, turn on the heater.
 - (In Summer) If needed, switch on the exhaust fan.
- Do not leave church unlocked if unattended.

8:45 AM – 9:00 AM

ADMINISTRATION:

- Open internal glass doors on ground, 1st and 2nd floors of the building.
- Open rooms being used for programs – check setup.
- Turn on lights as needed.
- Make sure the Hall toilets are unlocked (should always be unlocked)
- Turn on and test the sound system in the Hall (as needed)
- Turn on the urns in the kitchen.
- If the Morning Tea volunteer is present, open sliding doors to allow them entry.
- Bring the defibrillator from the kitchen cupboard to the church.

9:00 AM onwards

IN CHURCH:

- Connect with the Minister. Assist Minister and Volunteers as needed.
- If you must leave the church, deputise AV Tech as Warden. Inform minister.
- Unlock the church toilets.
- Pick up rubbish around the church (e.g. footpath, garden and steps)
- Water church flowers (as needed). Replace water in the communion table vase.
- Check there are disposable cups at the tap in the narthex.
- Open the internal doors of the church.
- Orders of Service (OOS) to:
 - 1x Reader (readings/notices)
 - 1x Notices (if not reader)
 - Visiting minister
 - Special occasion booklets (new members, communion)
- Place PPT USB, PPT instructions and 1x OOS on sound desk.
- Check Offering boxes are in place and PayPoint plugged in/switched on.

- Collect Bible from the cupboard in Vestry or from communion table.
- Place Bible by centre aisle door in narthex.
- Place small Bible holder on communion table.
- Place the stole on the lectern.

9.15 AM

- Assist Tech Staff with projector screen if needed.
- Open St Michael's Walk door and Mingary internal doors
- Place the disabled access sign (sign is kept just inside the entrance of the St Michael's Walk door) at the Collins St end of St Michael's Walk.

9:30 AM

- Open Collins St and Russell St church doors when Welcomers are present.
- Check in with Minister (or Chair of Church Services if there is a guest minister) and remain in the church unless there is an urgent need to leave. Inform the Minister before leaving.

9.50 AM

- Light candles.

9.55 AM

- Join Minister and Reader in Narthex.

During Service

10 AM onwards

- Allow 'Welcomers' to join church service.
- Please remain at the Collins Street/St Michael's Walk corner entrance (where you can see all doors) until 10:15 a.m. to direct latecomers.
- Remain in the church during the service for any request by the Minister for assistance and be on hand for any disturbance or emergency.

After Service

IN CHURCH:

- Extinguish candles (remove from brass candle holders while wax is still soft).
- Charge lapel microphones and transmitter pack.
- Advise anyone still in the church that the church doors will be locked, but that they can exit via St Michael's Walk
- Lock church: all external and internal doors.
- Turn off exhaust fan, heaters, sound system, lights on console.
- Return processional staff and stand, and bible to cupboard.
- Return disabled access sign to the storeroom.
- Clean and replace the main candles, if required. If candle followers need to be cleaned, Place followers in verger bucket and cover with boiling water from the electric jug in the vestry. Remove and clean with paper towel.
- Lock Mingary.
- Collect defibrillator to be returned to kitchen (if First Aid officer has not done so).
- Check that there is no one remaining in the church
- Turn off all lights from touch panel, activate main alarm, activate vestry alarm
- Lock church.
- Check and lock church toilets.

ADMINISTRATION BUILDING:

After morning tea and Sunday programs are finished:

- Check toilets before locking each floor
- Turn off amplifier in Hall cupboard
- Turn off lights
- Lock external doors.
- Turn off kitchen urns
- Walk through whole building lock-up and turn off lights

Communion

(First Sunday of every month)

- Check cleaned communion items (glasses/trays) were returned to the vestry (by cleaners) Sunday prior to Communion Sunday.
- Place Communion server place names on front pews
- Place two small tables for serving below steps to side of baptism font and lectern
- Verger to collect the chalice (in black box) and silver plates from locked cupboard in back vestry.
- Communion items: glasses, trays returned to kitchen by Communion team.
- Verger returns black box and silver plates to locked cupboard in back vestry
- Assist communion set-up team as needed

Baptisms

(Second Sunday of every month)

- Liaise with the Baptism Assistant for child baptisms
- Minister will meet the family or adult being baptised in the church at 9:45 am.
- Place the baptism candle(s), glass candle dish, children's book, certificate and family OOS on the Communion table (will be left on the vestry table).
- Move font 1.5 m toward the centre, ensuring the staff is out of the way.
- Fill the glass bowl (use kettle in back vestry) in the baptism font using the glass jug in the font:
 - Half a jug of water in the bowl
 - Full jug of water on the communion table (on cork mat)
 - The water needs to be warm (body temperature).
- After the service, dry the bowl, jug, and font thoroughly.
- Return jug, cork mat and bowl to font.
- Replace the towel with a clean one from the vestry cupboard. Take the used towel to the office.

Weddings

- Start time: 1 hour prior to ceremony
- Finish time: 45 minutes after the ceremony or until church is cleared
- Unlock the Collins Street doors for the guests to arrive 30 minutes before scheduled wedding time.
- All prep to be completed 30 minutes before the service begins

Before Ceremony

Prepare church as per Sunday service.

- Check with Minister details/arrangements of the service.

General Setup

- From the vestry: tissues, wedding pen, candles (if necessary), certificates, register and paperwork.
 - arrange certificate, register and wedding pen and tissues on small table at side of pulpit.
- Give radio mic to the Minister
- Put out Minister's water and glass.

The Ceremony

- Light candles, approx. 5 minutes before scheduled wedding time.
- Stand at Collins Street East door (door nearest St Michael's Walk) and establish who is in the wedding party. If a larger wedding (e.g., 200 guests) both Collins Street doors are opened.
- Shut main doors 5-10 minutes after ceremony has started.
- When ceremony concluded, open main doors (St Michael's Walk and both Collins Street doors) for wedding party to process out and for photography.
- Play the wedding carillon for couple as the guests exit to Collins Street.

Clearing up

- Extinguish candles.
- Check the steps for any confetti or rice. Sweep if necessary.
- Make sure everyone has exited the church. Lock outer doors.
- Gather the pen, tissues and return to the vestry cupboard.
- Return registry and documents to the office.
- Start lock-up procedure (see Sunday After Service procedure).
- Activate church alarms
- Lock church.
- Check and lock up admin building.

Funerals

- Start time: 1 hour prior to service
- Finish time: 45 minutes after the ceremony or until church is cleared
- 45 minutes prior to service, check in with minister
- Church preparation as per Sunday service.
- Management of bollards prior to arrival of hearse, during the service, and conclusion.
- Provide water pitcher and glasses for minister and people giving eulogies on a

small table near prayer desk.

- Assist with ushering.
- Any COVID related prep as requested by Administration.

Authority to act

- Make all decisions necessary to ensure the efficient and effective role of the Verger of St Michael's Uniting Church.

Key Relationships

The Verger must maintain productive, supportive and respectful working relationships with the Finance & Operations Manager, Office Staff, Music Manager, the Minister, and Members of Church Council.

Accountability

An annual performance review will be conducted by the Office Manager and Finance /Operations Manager. It will:

- Address performance against the list of duties and responsibilities
- Identify any obstacles to the achievement of satisfactory performance and any remedial steps that can be taken (e.g., staffing, resources, training, better identification of priorities by the Church Council, etc.)
- Explore with the Office Manager future directions and / or developing issues that need to be addressed
- Consider the quality of relationships with key people, and how the Verger has contributed, or otherwise to the health of those relationships.

The Church Council will receive a confidential summary report from the Chairperson, or their nominee who conducted the performance appraisal, on the key elements of the appraisal and recommendations for follow up that flow from the performance appraisal.

The Office Manager & Finance/Operations Manager will receive confidential feedback from the Chairperson of the Church Council on the performance appraisal after the Church Council has considered the report and recommendations.

Approved by: The St Michael's Church Council (date)

To be reviewed: Two years from the date of approval by the Church Council, or earlier if required.