



# St Stephen with St John Westminster

[www.sswsj.org](http://www.sswsj.org)

ST STEPHEN'S CHURCH, ROCHESTER ROW, LONDON, SW1P 1LE

Tel: 020 7834 0950

## Job description for Verger/Caretaker/Pastoral Assistant

20 hours per week (plus additional hours to cover events (as needed) at £11.60 per hour.

Usual working hours:

Monday	10am - 6pm	Tuesday	1pm - 4pm
Wednesday	10am - 4pm	Thursday	3pm - 6pm

The duties will include:

- Maintaining the security of our premises by a welcoming but discreet presence around the building;
- Light cleaning of the church and attached rooms (clergy vestry, choir vestry, W.C.);
- Regular inspection of the building and site, and minor maintenance jobs;
- Maintaining a high standard of tidiness in the church;
- Arrange and supervise visits by contractors when required;
- Arrange with suppliers for delivery of sacristan and other church supplies;
- Assisting the Gardening Group in keeping the grounds tidy;
- Setting the automatic timers of the boiler and external lights;
- Setting up and clearing away for weekday services (e.g. the weekly lunchtime Communion, occasional funerals);
- Ensure refreshments are available for users of the Evergreen Club (for over 50's):
- Liaise with Evergreen Club users, organisers and colleagues about activities and groups:
- To help prepare Tea@3, be a listening ear to those attending and help clear away afterwards:
- Verging other weekday events (such as weekday services, weddings, funerals and school events) when required. This may include working outside of usual working hours.

Qualities required include:

- A high standard of reliability and trustworthiness in working without close supervision;
- An understanding of the appropriate manner to take towards our various visitors, who include tourists wishing to look round, individuals wishing to be quiet or to pray, and people seeking assistance (where the Verger may need to direct enquiries towards sources of help, but should not expect to be involved in giving advice or practical assistance).
- A practical ability to undertake minor maintenance jobs, and to liaise with contractors regarding heavy cleaning and major maintenance jobs.
- Sympathy with the aims of the church.

A DBS check is required for this appointment.