



# St Martin-in-the-Fields

We're hiring!

Vergers (part time and full time)

Closing date – 04 July 2021

## Who we are

St Martin-in-the-Fields is a unique configuration of cultural, charitable and commercial initiatives rooted in the life of a vibrant Church of England congregation. Our vision is *At the heart. On the edge*. This declares that we see ourselves at the heart of London, through our location on Trafalgar Square, and of the nation, through our 500-year links with the royal family, and also of the church, through our national profile gained through nearly a century of broadcasting and our flagship role in social issues – but also appealing to the heart through our long tradition of choral and classical music and our reputation for compassion gained through a century of engagement with poverty and destitution. It also names our calling to be on the edge, not just of Trafalgar Square but alongside those on the edge through being excluded, ignored or oppressed by society or church, and on the cutting edge of innovation in culture, commerce, charity and congregational life.

## About the role

This is an interesting, wide ranging and supporting role requiring a broad range of skills. You will be working closely with Clergy, Church Coordinator, Worship Coordinator, concerts, security, maintenance, congregation and stewards plus Sheppard Scholars. Therefore, excellent communication and relationship building skills are a key part of this role.

The main purpose of the Vergers role is to embody the St Martin's values (as outlined below, and to work with others on the CHOPS and wider teams to increase the application of these values in the life of the church. Our verging team work to enable the smooth running of worshiping life of St Martin-in-the-Fields, and ensure the building is a place of warm welcome throughout the week, ensuring it is safe and accessibility for all who enter.

You will prepare the church and facilitate the practical logistics of worship during services, whilst interacting with a wide range of people, have a balanced and knowledgeable approach to the activities across the organisation, working well in a supportive team, and confident and responsible when working alone.

## Values of St Martin-in-the-Fields

We try to hold 7 values in everything we do:

**Being With Each Other** – we celebrate diversity in race, culture, (dis)ability, sexuality and gender. We also try to build opportunities for people to encounter friends and those they would not normally meet because we believe this is where transformation happens.

**Being With Ourselves** – we enable others to make time for themselves, whether that is a moment of prayer or reflection in a peaceful church or concerts, talks and workshops that feed the soul.

**Being With Those On The Edge** – we are famous for our embrace of those who are on the edge, whether that is those who live on the edges of society or those on the cutting edge of thinking or innovation. We treat each person as a mystery to be entered into rather than a problem to be solved.

**Being With Our Team** – St Martin's is made up of many teams but we all form one team. We are committed to engaging constructively with all the parts of St Martin's and in each member flourishing in the time with us.

**Being With Our Neighbours** – We are committed to building the dreams of others in our local, national and global community, as well as our own.

**Being With The Planet** – We are committed to reducing those things that hurt and building those things that heal our planet and this is embodied by each individual on our team as well as by our policies and practices at an organisation level.

**Being With God** – St Martin's is a Church that tries to look like Jesus as discovered in the Gospels. We welcome people of different beliefs to help us to do this and we meet their generosity in doing this with our

commitment to giving them everything they need to flourish as themselves in their time with us. The role of vergers is particularly linked to the more overtly religious practices of the church, so we ask vergers to hold an extra special value and respect of those practices in everything they do here.

*'St Martin's is a place where dreams turn into action. I love being here, because everyone here wants to make this the most inspiring place in the world.'*

Revd Dr Sam Wells

## **Working at St Martin's**

- **Based at** - St Martin-in-the-Fields, Trafalgar Square, London (covid secure working arrangements)
- **Working pattern** – 1 x full time vacancy and 1 x part time vacancy
- **Salary** - £22,500 (FTE) plus workplace pension
- **Holiday entitlement** - 25 days per annum, plus 8 bank holidays (FTE)
- **Perks** – Employee Assistance Programme (EAP) free filter coffee and tea throughout your working day, 20% discount in the Crypt Café, Courtyard Café, Shop (excluding books) and limited concert concessions
- **Notice period** – 1 month

## **Job Profile**

### **1 Ensuring a safe, professional and welcoming space**

- Ensuring that the church is accessible in line with our disability awareness policy
- Ensuring that our church is conducive to worship and that visitors understand the nature of this space
- Answering questions and being available for visitors and worshippers
- Help maintain the decorum and security of the building, with the assistance of the security and maintenance teams
- Provide a ministry of presence and welcome in church, liaising with clergy over those who visit with specific pastoral needs

### **2 Operations**

#### *Communications:*

- Engage constructively as part of the Chops team working with the Worship Coordinator and Church Coordinator to quickly raise any challenges and be part of looking for constructive solutions
- Respond to communications from the wider St Martin's promptly and positively

#### *Maintenance and administration:*

- Support the work of the Maintenance team and Church Coordinator to maintain the Church building, reporting all repairs needed
- Liaise with organisers of external special services and take part in meetings with those organising special services as required
- Empty, count and record money from collection boxes and special services, keeping accurate records, and forwarding details to Finance
- Record and deal with any lost property left in the church and ensure no unattended bags are left in Church
- Work constructively with the Concerts team, to ensure smooth transition between church and concert use and assist at lunchtime concerts as needed
- Complete administrative tasks relating to the role, including completion of the daily handover book
- Collect and distribute mail from the church office

#### **4 Liturgical role and working with Clergy**

- Prepare the church building, Dick Sheppard Chapel and church related rooms for the various services, i.e. Sunday service, additional Saturday and weekday services, weddings, marriage blessings, memorials, funerals and for all the worship taking place throughout the week
- Involvement in and support of clergy with Sunday and midweek services
- Responsible for the set-up of choir stalls and furniture in chancel and sanctuary
- Prepare service books and the altar for Communion
- Take part in processions, crucifer, or assist as and when required
- Assist with leading Morning and Evening Prayer when required
- Responsible for checking the PA system in the church, setting up of microphones and the setting of levels during the services making sure that sound checks are carried out before services

#### **5 Health and safety**

- Have extensive knowledge of evacuation procedures and the ability to take responsibility for leading the evacuation of the church, in the event of an emergency
- Have knowledge of security procedures for dealing with people who are disruptive
- Make sure that if any health and safety issues arise, they are properly responded to and recorded

#### **6 General duties**

- Attend regular team meetings and whole site meetings
- Learn and follow all working procedures and routines
- Ensure the church is locked, when necessary
- Maintain tidiness of the worship environment and vergers' office/vestry
- Review altar linen, clean silver and glassware
- Change altar hangings as appropriate
- Clear votive stands and replenish candles, trim altar candles and replace where necessary

#### **7 This is not an exhaustive description of the duties. Aspects will change over time and the jobholder is expected to contribute to the role's development and progression.**

#### **Person Specification**

##### Essential:

- Ability to understand and appreciate Anglican rites and other liturgies, and to prepare for and to lead short pre-written prayers
- Excellent interpersonal skills and an ability to get on with a diverse range of people as well as a high value of working constructively within the Church Operations team.
- Excellent organisational skills
- Ability to work on your own and as part of a team and confident in taking the initiative
- Numerate, computer literate and able to work with technical equipment
- Excellent attention to detail, with the ability to work methodically
- A capable, confident and empathetic individual, with a positive attitude to work

##### Additionally you will need to:

- Have excellent customer service skills
- Have a professional attitude

## Who we are looking for

We are looking for an enthusiastic, highly efficient, proactive person to join us who is:

- **Passionate** about creating a welcome and open place
- Creative in finding **solutions**
- Hardworking and who can take the **initiative** to get things done
- Self-starting, excellent at **organisation** and **calm** under pressure
- **Friendly** and able to work in a large and varied team
- Approachable, **welcoming** and supportive
- Committed to building **diverse** and inclusive Christian community



## How to apply

To apply for this post, please email the following to [hr@smitf.org](mailto:hr@smitf.org) by 5.00 pm on 12 July.

- A supporting statement, explaining why you believe you can do this role
- A comprehensive CV detailing your relevant achievements in each role, and including details of two referees, one of whom should be your current or most recent employer (we will not contact them without your permission)

If you would like to chat about this role, please call a member of the Human Resources Team on 020 7766 1101, and we will link you with a colleague who can help. Interviews will be held week commencing 12 July by appointment only, either virtually or in person (covid secure).

## Look us up!



@stmartininthefield



@smitf\_london



@stmartininthefields