

VERGER - HACKNEY

REPORTING TO: Head of Operations

WORKING HOURS: Sunday to Thursday, 35 hours per week

SALARY: In the region of £26,000, dependent on experience

SAINT is a fast-growing and diverse church meeting across multiple East London locations, with a vision to bring Hope to the People of East London. SAINT is part of the Church of England.

To support the vision, we are recruiting a Verger for our Hackney location to play a key role in the day-to-day management of our buildings and facilities on a busy and growing site. The Verger will play a key role in the day-to-day running of SAINT's Hackney location, working with the Head of Operations and others to ensure buildings and spaces are managed well, and Sunday Services are executed smoothly and effectively.

The Verger role will be divided between weekly responsibilities, and responsibilities on Sunday itself:

MONDAY TO THURSDAY

- Assisting the Head of Kids with the set up and pack down of Hackney Hey Baby, by 1pm each Monday afternoon. Monday will be a half day, to account for additional hours worked on Sunday
- Set up chairs, coffee tables and breakfast for SAINT staff meeting on Tuesday mornings. Pack down SAINT staff meeting by 11am
- On Wednesdays, assisting the running of Homerton Lighthouse lunch, with the Head of Lighthouse
- Set up the Hall in Hackney Church House for Alpha on Wednesday afternoons
- Ensuring St John at Hackney is stocked with adequate supplies of consumables for Sunday services, including cafe items, flyers, pens, and other regularly used items

- Managing storage cupboards in St John at Hackney Church and Hackney Church House, ensuring the maintenance of good order, and keeping items where they are meant to be stored
- Keeping St John at Hackney Church and Hackney Church House clean and tidy and in good order, including keeping external bins tidy, removing items that are out of place, and resetting rooms back to their correct layout after use
- Keeping the porticos and main entrance around St John at Hackney clear and in good order, removing rubbish and debris as required
- Logging and highlighting maintenance issues for repair, and carrying out basic weekly maintenance as required
- Day to day management of the car park in St John at Hackney Church Gardens, including issuing and cancelling tickets
- Providing facilities and operations assistance to SAINT Special Projects, including Focus, Renaissance, Christmas, and Easter
- Letting in and assisting maintenance contractors, as required

SUNDAY - 8AM to 8PM

- To recruit and lead a new Hackney 'Bump Crew' to work from 8.30AM to 10.30AM to do the following in St John at Hackney Church: set out the chairs; arrange flyers and pens on the chairs; set up for Sunday cafe; sweep out the porticos and main entrance; stock and check the toilets; assist the Head of Kids with set up in Hackney Church House; and other miscellaneous tasks that may be required
- To manage Sunday security guards, and to take overall responsibility for the security of the building during Sunday services
- During services, to assist welcome and cafe crews with executing their roles, to ensure the cafe is adequately stocked, that the correct number of chairs are out, and to take a headcount
- To ensure the building is packed away and left clear and tidy after church services, ready for the next use of the building.

