**St MARY ABBOTS, Kensington**

**PART TIME RELIEF/ASSISTANT VIRGER JOB DESCRIPTION**

10 June 2018

**Post:** Relief/Assistant Virger

**Overview This is essentially a practical, ‘hands-on’ role, whose function is to enable and support the ministry and worship of St Mary Abbots**

The Relief/Assistant Virger’s role has several elements:

a Primarily, to take over the Head Virger’s role and general responsibilities when the Head Virger is absent – in particular, on the two weekdays a week throughout the year when the Head Virger is off duty.

b To work together with the Head Virger on most Sundays, and (by prior negotiation) for other services and occasions when two virgers are needed – especially throughout December and during Holy Week

c To take responsibility for the Virger’s work when the Head Virger takes his/her annual leave, or for other reasons is absent;

**Based:** St Mary Abbots Church, Kensington

**Contract:** Permanent, to be reviewed annually and subject to a three month probationary period

**Hours: A total of 1,443 working hours + 167 hours leave in the year January – December**

 **Standard weekly engagement:**

 Sunday mornings, 1 Sunday evening periodically, 2 full weekdays and 4 further hours every two weeks, the timing of which to be negotiated week by week

***Standard Working hours*** *will on average be 21.5 hours per week, typically spread:*

 *Sunday –* ***8.00****am-****1.00****pm (of which,* ***2.75 hours*** *transferred to evening once a month)*

 *Monday –* ***7.30****am-****2.15****pm and* ***5.00****-****6.15****pm*

 *Tuesday –* ***7.30****am –* ***12.45*** *and* ***5.00-6.15****pm*

 *And a further* ***four hours*** *per fortnight, assigned by negotiation*

 **Additional hours:**

 **Supplementary** hours at key seasons of the church year and for services/events outside standard hours (eg weddings & funerals etc);

 **Full cover** (Sunday + 5 days a week) during the Head Virger’s Leave

 Standard weekly hours, supplementary hours and occasional full cover will together add up to **1,443 hours duty** per calendar year, spread irregularly month by month.

 All Additional Hours will be advised/negotiated in advance by the Head Virger and the Vicar or Churchwardens.

**Remuneration:** £16,500 per annum gross for 1,600 hours, paid monthly in arrears. Subject to annual review.

**Holidays:** 167 hours’ paid holiday per year

Holidays should be taken as whole working days and weeks, and will include no more than four Sundays per year. No more than two weeks are to be taken together. All holidays are to be negotiated in advance with the Head Virger.

**Pension:** Auto-enrolment onto the St Mary Abbots Church of England Pension Builder Scheme after completion of three months of service.

**Accommodation: No accommodation is attached to this post**

**Employer:** St Mary AbbotsParochial Church Council

**Line Manager:** The Relief/Assistant Virger’s immediate line manager is the Head Virger.

**2 Brief Description**

2.1 St Mary Abbots is a lively thriving Parish Church at the heart of Kensington. As well as the five regular Sunday services, which attract good numbers of people, the Church has an important ministry to pilgrims and visitors every day. The Church is open daily throughout the year from 7.30am – 6.00pm, and at least three services are held daily. There are many special services held in the Church every year organised by other charities, schools and organisations. All these require meticulous planning and presentation.

2.2 At all times the Relief/Assistant Virger will act, and ensure that activities in the church are conducted, in accordance with St Mary Abbots’ current Safeguarding Policy in reference to children and adults at risk.

2.3 The Relief/Assistant Virger must be efficient, organised, systematic and flexible. S/he must have excellent interpersonal skills – being able to deal with the needs and demands of people from a wide variety of backgrounds. S/he must be a good team player.

2.4 The Relief/Assistant Virger is one member of a large team of full time, part time and voluntary colleagues and supporting the various needs of that team is key to this post.

2.5 The Relief/Assistant Virger, as directed by the Head Virger, is responsible for preparing the Church for public worship. This includes ensuring that the materials for public worship – books, silverware, ornaments, vestments etc are all in place and prepared for both priest and people. S/he will operate the PA system during services. Following each service, s/he will replace, clean and store away all such materials, setting out in the sacristy the vestments needed for the next service.

2.6 The Relief/Assistant Virger will familiarise him/herself with the liturgical calendar and Lectionary in order to ensure that service books are properly marked up. From time to time s/he must be prepared to take Morning or Evening Prayer if the priest is unavailable due to an emergency. It is the priest’s responsibility to give warning of any such circumstance.

2.7 The Relief/Assistant Virger, under the direction of the Head Virger, is responsible for liaising with all those preparing for public acts of worship or events in the Church and ensuring that all matters of layout, welcome, technical and furniture issues are dealt with accordingly.

2.8 The Relief/Assistant Virger will ensure that public worship, private prayer or events are not hindered by interruption.

2.9 The Relief/Assistant Virger will keep the Church and access to it clean, neat and tidy.

2.10 The Relief/Assistant Virger, under the direction of the Head Virger, will undertake caretaking tasks and responsibilities, ensuring the security, safety, orderliness and cleanliness of the Church building, entrances and furnishings, and elements of the churchyard (eg, cutting the grass of the garth and adjacent hedge).

2.11 The Relief/Assistant Virger will become familiar with technical systems, emergency procedures and evacuation

2.12 The Relief/Assistant Virger, under the direction of the HeadVirger, will play an important part in basic administrative tasks including answering the vestry phone, dealing with emails and ensuring that publicity for events and services around the Church is vibrant and up to date.

2.13 The Relief/Assistant Virger will ensure that s/he is up-to-date with information about the church’s activities and local church events and general information in order to be able to respond to enquiries, and will be familiar with who to contact to pass on more complicated and unusual enquiries.

2.14 This post is subject to an Annual Review, at which the Relief/Assistant Virger’s performance of his/her duties in reference to this Job Description will be assessed, and will be invited to make any comments s/he may have.

**3 Important issues**

3.1 It is essential that the Relief/Assistant Virger should deal with members of the congregation, the public, and members of the clergy and lay team with the utmost courtesy. The Assistant Virger should recognise and expect that there may be occasions when this is challenging,

3.2 When on duty the Relief/Assistant Virger is the public face of St Mary Abbots and should have a smart personal appearance and be dressed appropriately, including black shoes (not sandals). During services, the Relief/Assistant Virger will wear the appropriate liturgical dress – eg cassock, gown or alb.

3.4 The Relief/Assistant Virger should carry out his/her work in accordance with safe working practice. If s/he is in any doubt about what constitutes safe working practice he should promptly refer the matter to his/her line manager.

3.5 The Relief/Assistant Virger should expect to be given tasks by the Head Virger, the clergy and the wardens. S/he should deal with such tasks promptly and cheerfully.

3.6 The Relief/Assistant Virger will take a ceremonial role in services. S/he will do so in accordance with the practice of St Mary Abbots Church and in the tradition of the Church of England, withdignity apparent to the congregation.

3.7 The Relief/Assistant Virger will act as a Server at weekday Eucharists and from time to time in some Sunday and other major services.

**4 Personal Specification**

 The Relief/Assistant Virger must:

4.1 Be a practicing communicant member of the Church of England or a Church in full communion with the C of E

4.2 Be committed to the life and ministry of St Mary Abbots

4.3 Embody the welcome and care of St Mary Abbots for all who enter our church, as worshippers or visitors

4.4 Have excellent inter-personal skills with the widest range of people, sensitive to distress and difficulties

4.5 Know when to refer people and problems to other member of the St Mary Abbots Team or other agencies

4.6 Be highly observant, constantly alert, able to take stock of a situation, immediately responsive and resourceful

4.7 Be physically fit, energetic, alert, calm under pressure and in response to emergencies, thorough, full of initiative, positive, cheerful and courteous

4.8 Have sound general knowledge and experience of the worship of the Church of England

4.9 Be generally competent in the use of IT and communications media

4.10 Within Health and Safety limits, have a good head for heights

4.11 Have basic general do-it-yourself skills

4.12 Be prepared to have training in basic first aid skills

4.13 Be willing to submit to an enhanced DBS check.