

St Pancras Church
Euston Road
London
NW1 2BA
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www.stpancraschurch.org



19 January 2026

St Pancras is looking to recruit

a Verger (part time 4 days per week; rota covering Monday to Sunday; fixed term of 12 months)

and

Verger(s) - casual, who can be requested from time to time, and subject to their availability, to supplement our verger team and to provide cover when the need arises.

Introduction

St Pancras is a central London parish church which is part of the Church of England. It is inclusive and liberal in its outlook: it seeks to welcome everyone and to celebrate the life and gifts of God in every person, with gentleness and without judgement.

St Pancras Church has a small but faithful congregation and is undergoing a period of change. It is implementing plans to expand and diversify the services of prayer and worship that it offers, to widen the range of its other events and to deepen its engagement with the local community. The medium-term ambition of the church is for it to become the vibrant heart of its parish community by 2028.

It has two sites: the church on Euston Road and Church House on Lancing Street, about 3 minutes' walk away.

- The main church building is the hub of most of our activities. Beneath it there is an art gallery, in part of its disused crypt, and around it there are gardens and a car park.
- Church House contains a church hall, three domestic rented flats and space which is rented by a local charity that serves homeless people (C4WS).

St Pancras Church has formed a partnership with St James's Church Piccadilly and the churches seek to work in harmony for the good of both parishes and their congregations. It is anticipated, subject to funding, that both churches' congregations

will worship at St Pancras Church from Q1 2027, while St James's Church undergoes refurbishment.

The vision of St Pancras church is to be a church which, as part of the Church of England:

- shares the message of God's love and salvation;
- teaches, baptizes and nurtures new believers and helps people grow in their faith and understanding;
- responds to human need by loving service;
- engages in acts of compassion and service to those in need;
- seeks to transform unjust structures of society, challenges violence of every kind, and pursues justice, peace, and reconciliation; and
- promotes environmental stewardship and care for God's creation.

As a Christian church, St Pancras places great value on serving others, working with energy, honesty and integrity; and pursuing that which is just and excellent.

The safeguarding and care of all people (staff, congregation and wider public) and especially the safeguarding of children, young people and vulnerable adults is paramount.

The church has a longstanding involvement with Euston Foodbank, and a link with the local Church of England Primary School (St Mary and St Pancras). It is the civic church for the London Borough of Camden. The church hosts regular events of its own and it hires out its spaces (both at the Church and spaces at Church House) on a private hire basis.

A good number of the public visit the church as tourists or for private prayer. Some come when in particular need of pastoral support because they are experiencing homelessness, or struggling on low incomes, or going through the asylum system, or experiencing other short or long-term challenges.

We open our doors to the public every day and have established a daily pattern of communal worship and prayer at St Pancras church as we seek to serve those who live or stay in the parish and those who commute into or through the parish for work.

JOB DESCRIPTION & TERMS OF APPOINTMENT

1 JOB DETAILS

A Role Title: **Verger**

Hours of work:	28 working hours per week (7 working hours per shift excluding breaks) 4 day working week between Monday to Sunday on a rota system providing 28 working hours per week (excluding 1 hour break during shifts). Start & end times per working day will vary on a rota system e.g. 8am until 4pm, 10am until 6pm or 12.30pm to 8.30pm
Contract:	Employment contract: fixed term of 12 months (6 months probation period)
Remuneration:	Verger: £26,945pa 7.5 % employer pension contribution with 0.5% contribution by employee, 18 days annual leave plus public holidays (or days off in lieu when these have to be worked to fit the Christian liturgical calendar).

Note: Pre-appointment checks are required as part of the appointment.

B Role Title: **Verger - casual**

Hours of work:	Dependent on requirements and availability, to supplement the verger team.
Contract:	Employment contract (fixed term - 12 months) - casual role as dependent on requirements. e.g. to cover absence of a verger while on annual leave/sick leave or to supplement the team in busy periods.
Remuneration:	£18.54 per hour (based on equivalent full time 35 hours per week role, plus rolled-up holiday pay allowance of 12.07%)

Note: Pre-appointment checks are required as part of the appointment.

2 JOB PURPOSE

To work with the Senior Verger and the clergy at St Pancras church to facilitate, participate in and contribute to the worshipping life of the church. To be a welcoming and engaging pastoral presence to those who attend the Church and Church House. To oversee the operation of non-liturgical events taking place at St Pancras Church and Church House. To work with the Senior Verger and Head of Estates & Operations, to keep both sites clean, tidy, functional, safe and secure.

3 DIMENSIONS

The verger team at St Pancras Church comprises the current Senior Verger and a Verger (the first role being recruited for now) which is to be supplemented by casual vergers as and when required (the second role being recruited for now).

All St Pancras Church's vergers are required to fulfil all aspects of the role of Verger. (The Senior Verger has additional responsibilities for ensuring fair and effective division of labour between the two St Pancras Vergers and any casual verger, preparing work rotas for the vergers, and for liaison with the vergers of St James's Church, Piccadilly, so as to ensure fulfilment of verger duties and consistent liturgical standards across both churches.)

Since the St Pancras Church and St James's Piccadilly seek to cooperate, vergers may be asked, on occasions, to assist, and work alongside vergers from St James's Church Piccadilly.

It will be necessary for the Verger and casual vergers to develop strong working relationships as part of the small team of clergy and staff, and to cooperate with all.

The line manager for the Verger and for casual vergers will be the Associate Priest at St Pancras church; however, on matters concerning the estate, the Associate Priest will defer to the Head of Estates & Operations.

4 KEY DUTIES AND RESPONSIBILITIES INCLUDING KEY RESULTS (for both the Verger and casual vergers when working):

The following are Key Results and are not an exhaustive list.

Safeguarding

1. To undergo and to act, at all times, in accordance with such safeguarding training as St Pancras Church requires and arranges and best safeguarding practice.

Liturgical/Ecclesiastical

2. To perform the role of Verger at services of worship on Sundays and throughout the week.
3. To lead morning prayer on a rota.
4. To prepare the church for services of worship and to clear away afterwards.
5. To maintain church service registers, in liaison with the Clergy and Church Wardens, including special service documentation.
6. To care for church furnishings, fittings, adornments and decorations and to consult with the church wardens regarding this.
7. To keep votive candle stands replenished and clean including the care of candlesticks and replacing candles. To extinguish votive candles when closing the church.
8. To wash and iron altar linen.
9. To monitor, maintain and order, in good time, liturgical stocks.
10. To monitor, maintain and order, in good time, church stocks of guides, postcards, leaflets, and other publications.
11. Together with the Parish Administrator, to handle and process cash donations and to count, reconcile and bank money according to required procedures.
12. To keep internal, external and mobile church notice boards up-to-date and refreshed as required. To put mobile noticeboards out and to bring them in at the start and the end of each day, respectively.
13. To operate the sound, AV and live streaming systems (training provided) and to liaise with and assist any volunteer or visiting operators of such systems as necessary.

Site Security

14. To unlock and lock the church gates and the church building at the beginning and end, respectively, of each day, in accordance with specified procedures and times.

15. To provide a calm and welcoming presence in the church, together with guidance for visitors about the history and life of the church, services and other events and about appropriate behaviour.
16. To deal firmly and sensitively with people who are using the church, its steps, covered portico or its grounds or using Church House or its doorway inappropriately: where necessary waking people and / or asking them to move on; and liaising with Camden Council homeless services as appropriate.
17. During working hours, to attend in response to any issues of security at Church House.
18. Whether at the church site or at Church House, to call officers of law as appropriate.
19. To meet, greet and provide access to hirers of the church or Church House; and showing hirers the facilities as necessary.
20. When directed to, to issue and receive keys (or access codes) and to communicate necessary information about access and keys to hirers.
21. To liaise with the Parish Administrator in relation to security requirements for all services and events; then to make the contract security bookings and arrangements; and to work cohesively with contract security guards to ensure safety and security across the sites.

Maintenance and Cleaning

22. To maintain tidiness and order across the sites including the church, church steps, covered portico, car parking area and gardens and at Church House.
23. To log maintenance matters requiring attention with the Head of Estates & Operations.
24. To carry out or to progress cleaning, repairs and maintenance work (including preventative maintenance work) as detailed by the Head of Estates & Operations.
25. To perform annual, seasonal and occasional tasks around the buildings, gardens and car park e.g. leaf clearing.
26. To do routine, exceptional and occasional, cleaning and clearing of the sites including specific focus on kitchen areas, toilets, and sinks, the church steps, covered portico and bins.

27. To monitor and liaise with service providers e.g. waste removal.
28. To monitor, maintain and order, in good time, stocks of cleaning supplies and light bulbs; and to cooperate with the vergers team of St James's Piccadilly to seek accomplish financial savings by joint ordering.

Health & Safety

29. To act as a designated first aid person (training provided), to ensure the first aid box(es) is adequately stocked and accessible and that their contents are in date; and to reorder supplies as necessary.
30. To record, report and deal proactively with all situations having health and safety implications within provided guidelines.
31. To undergo and act, at all times, in accordance with Fire Safety Training (site evacuations, fire extinguishers etc), lifting and handling training and other training which is pertinent to the role of Verger.
32. To perform regular checks of fire extinguishers and the proper operation of fire alarm system in Church House, reporting any issues to the Head of Estates & Operations.
33. To extinguish candles and check that electric fires are off when locking the buildings.
34. To liaise with the Parish Administrator and Clergy daily (when they are on duty).
35. To liaise and cooperate with others who also undertake the role of vergers at St Pancras Church and those who perform the role of vergers for St James's Church, Piccadilly.
36. To monitor and respond to emails to the Verger team.
37. To check the church diary for forthcoming services and other events in order to plan support for them.
38. In the absence of the Parish Administrator, to answer the telephone appropriately and to keep records and distribute records of such conversations.
39. To arrange and to receive deliveries appropriately, to unpack deliveries, store goods and dispose of packaging.
40. To act as a daily point of contact for the food market stall holders who operate from the St Pancras Church gardens; informing the Head of Estates and the

manager of the food market of any concerns that the vergers have about the operation of the stalls and communicating to them any concerns that are raised by stall holders.

41. At specified times, to welcome people who are seeking a voucher for Euston Foodbank and to issue vouchers in accordance with policies of, and training by, Euston Foodbank.
42. Whilst on duty, to be contactable at all times via phone or radio. To remain on the sites during hours of duty unless asked to do otherwise.
43. To carry out any other reasonable instructions / tasks associated with the role.

5 PERSON SPECIFICATION - REQUIREMENTS FOR THE ROLE

Essential criteria unless stated otherwise

- a) To be in sympathy with and proactively support St Pancras Church mission, ethos and practice. (Refer www.stpancraschurch.org)
- b) To be prepared to undertake safeguarding training.
- c) To have demonstratable experience of having worked constructively within teams as well as being able to work independently.
- d) To be self-motivated and proactive, being open in dealing with responsibilities.
- e) To have good communication skills and the ability to work with a wide range of people, at times in challenging circumstances.
- f) To be computer literate and confident in administration.
- g) To have practical skills and common sense, and to be willing to be trained, in being able to handle various issues e.g. AV systems, cleaning equipment and lights.
- h) Previous experience as a Verger may be advantageous but is not a requirement.

Equity, Inclusion and Diversity at St Pancras

St Pancras strives to be representative of people and communities from across all backgrounds and identities. We actively welcome applications from people who are currently underrepresented in our community including people with Global Majority Heritage, people with lived experience of poverty, and people who identify as LGBTQ+.

St Pancras has a strong commitment to equity, inclusion and diversity, and is developing a community in which all can belong, all are valued, and all are welcome. Intersectionality is a key aspect of all aspects of life at St Pancras, and the congregation is on a journey of learning and action regarding the importance and the urgency of celebrating every person's identity. It is a Church of England church which is open to the world, welcoming and engaging with people of all faiths and none. We aim to reflect this as much as possible in the staff team, congregation, partnerships, and volunteer groups.

Safeguarding

St Pancras is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment. A satisfactory basic DBS check is a requirement for taking up these roles.

6 APPLICATION PROCESS

A Verger – 4 days per week

Please complete the appropriate application form

refer www.stpancraschurch.org/job-opportunities

and forward to Miriam Campbell, Parish Administrator

office@stpancraschurch.org **by midday on Monday 9 February 2026.**

Interviews will likely be held on-site at St Pancras Church from 11 February 2026. Included as part of the interview process will be a tour of St Pancras Church and the sites. Aiming for a start date as soon thereafter as practicable.

B Verger – casual

Please send a copy of your CV with a covering letter to Miriam Campbell, Parish Administrator office@stpancraschurch.org

If we then wish to pursue your application, we will send you an application form and arrange opportunity for an interview.