

St Pancras Church
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www.stpancraschurch.org



Final - 13 May 2025

St Pancras is looking to recruit both a Senior Verger and a Verger (2 new roles detailed below)

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 judgment.

St Pancras 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 carpark.
- 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.

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's 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 are currently working towards opening our doors to the public for longer hours (currently 11am to 2pm) and to establish a daily pattern of communal worship and prayer at St Pancras church from Monday to Sunday which will serve those who live or stay in the parish and those who commute into or through the parish for work.

JOB DESCRIPTION

1 JOB DETAILS

Role Titles:	Senior Verger and Verger (both full time roles)
Hours of work:	35 working hours per week (excludes an hour for lunch) 5 day working week between Monday to Sunday on a rota system
Contract:	Employment contract (further details on last page)

2 JOB PURPOSE

To work with, and under the direction of, the clergy at St Pancras church to facilitate, participate in and contribute to the worshiping 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 under the direction of the Head of Estates & Operations, to keep both sites clean, tidy, functional, safe and secure.

3 DIMENSIONS

There will be a team of two full-time Vergers at St Pancras church, a Senior Verger and a Verger. The team will be led by the Senior Verger, who will themselves be subject to the general oversight and guidance of the Head Verger of St James's Church Piccadilly.

Both of St Pancras Church's Vergers will be required to fulfil all aspects of the role of Verger. The Senior Verger, in addition, will have responsibility for ensuring fair and effective division of labour between the two St Pancras Vergers, preparing work rotas for the vergers, and for liaison with the Head Verger of St James's church Piccadilly, so as to ensure the satisfactory fulfilment, by the Verger team, of the duties of the Vergers at St Pancras Church.

Each of St Pancras church's vergers will be willing to be trained at St James's church Piccadilly under the supervision and direction of the Head Verger of St James's Piccadilly so as to ensure good, consistent liturgical standards across both churches. Since the churches seek to cooperate, vergers from both churches may be asked, on occasions, to assist, and work alongside vergers from the other church.

The line manager for both of St Pancras church's 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.

St Pancras has a small team of clergy and staff into which those appointed as Senior Verger and Verger will become part of this team. It will be necessary for both the Senior Verger and the Verger to develop strong working relationships as part of that team, and to cooperate with all.

4 KEY DUTIES AND RESPONSIBILITIES INCLUDING KEY RESULTS: these apply to both roles with specific Senior Verger responsibilities highlighted

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 carpark 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 verger has 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. Both the Head Verger and Verger 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.

The Senior Verger will have responsibility for:

- ensuring fair and effective division of labour between the two St Pancras Vergers
- preparing monthly work rotas for the Vergers
- liaison with the Head Verger of St James's church Picadilly, so as to ensure the satisfactory fulfilment, by the Verger team, of the duties of the Vergers at St Pancras Church
- attend a monthly meeting with the Associate Priest and the Head Verger of St James's Picadilly to discuss the upcoming month and any requirements for team sharing/training
- ensuring that with the monitoring of the Verger email account by both Vergers that the required follow up action has been implemented by the due date (refer point 36 above)

5 PERSON SPECIFICATION - REQUIREMENTS FOR THE ROLE (specific requirements for Senior Verger role highlighted)

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) Senior Verger: To have a good understanding of the cycle of the church year and the liturgical practices that accompany it.
- c) To be prepared to undertake safeguarding training.
- d) To have demonstratable experience of having worked constructively within teams as well as being able to work independently. Senior Verger: to have successfully led small teams.
- e) Senior Verger: To have excellent organisational skills with ability to manage a variety of tasks and responsibilities.
- f) To be self-motivated and proactive, being open in dealing with responsibilities.
- g) To have good communication skills and the ability to work with a wide range of people, at times in challenging circumstances.
- h) Senior Verger: to have strong relationship building skills and the emotional intelligence; experience and ability to work with a wide range, of people, at times in challenging circumstances.
- i) To be computer literate and confident in administration.
- j) 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.
- k) Previous experience as a Verger would be advantageous.
- l) Senior Verger: Previous experience as a Senior Verger would be advantageous.

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.

6 TERMS OF APPOINTMENT

For both Senior Verger and Verger roles

Contract type: Employment contract: permanent (6 months probation period) - full time:

35 working hours per week (excluding an hour for lunch); 5 day working week between Monday and Sunday on a rota system therefore 2 days when there will be only one Verger on duty; start end times per working day also on a rota system e.g. where both Vergers working: 8am until 4pm and 10am until 6pm

Remuneration: Senior Verger: £36,800pa and Verger: £32,700pa

7.5 % employer pension contribution with .5% contribution by employee, 25 days annual leave plus public holidays.

7 APPLICATION PROCESS

Please complete the application form – refer www.stpancraschurch.org/job-opportunities and forward to Miriam Campbell, Parish Administrator office@stpancraschurch.org by midday Thursday 12 June 2025.

Interviews will be held on-site at St Pancras Church on Wednesday 18 June 2025. Included as part of the interview process will be a tour of St Pancras Church and the sites. Aiming for a start date mid July.