

Casual Church Verger (Funerals and Weddings) Job Description

Job purpose

To be responsible for the smooth running of funerals, burials and weddings which you accept at St Mark's Church Haydock.

Job requirements and benefits

Role title	Casual Church Verger
Location	St. Mark's Church Haydock
Timings	Each funeral, burial and wedding is unique and timings vary
Contract	No contract is issued for casual work at St Mark's
Wage	£55 per Funeral £75 per Wedding
Holidays	N/A
Notice Period	N/A

Key Attributes

Essential

- A regular worshipping and active member of St Mark's Church
- Being friendly and approachable
- A team player who can see what needs to be done and has the initiative and tenacity to implement as appropriate
- A longing to serve, help and make a difference.
- Being physically capable of the duties listed in the responsibilities section, which will include some lifting
- Good IT/Word processing and email skills with ability in Microsoft packages
- Carrying out duties safely and within Health and Safety regulations
- A keen eye for detail
- A teachable character, willing to be trained, to learn from others and share their own experience.

Desirable

- Motivated, positive, and organised
- The ability to prioritise competing demands on your time, combined with a flexible attitude to meet the changing demands of the role
- The ability to work under pressure to meet deadlines
- Strong interpersonal skills with the ability to respond tactfully, diplomatically, and sensitively to local needs
- Good communication skills

Responsibilities

- Open up church, carpark and graveyard
- Create a welcoming, neat and appropriate space for funeral/burial to occur in (make sure chairs are straight, trestles are out, doors are open, no litter etc) and be dressed appropriately
- Work with admin team to ensure practicalities are in place – grave, screen, live stream, organist etc.
- Complete legal and spiritual paperwork for burials/funerals (e.g. books, maps, sympathy cards, green forms, payments)
- Welcome people to church and ensure funeral directors, ministers, organist, congregation have what they need (water, service sheets, tissues, hymn numbers, pay etc)
- Run the visuals and sound desk for the funerals – not including any live stream
- Pack down and lock up church and graveyard and check in with Grave digger