

Example Role Outline: Verger

The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the Church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with your Parish Safeguarding Co-ordinator.

Those who work with children, young people and/or adults who are vulnerable should have a commitment to:

- Treat individuals with respect
- Recognise and respect their abilities and potential for development
- Working in ways that meet and develop the personal, spiritual, social and pastoral needs
- Promote their rights to make their own decisions and choices, unless it is unsafe
- Ensure their welfare and safety
- The promotion of social justice, social responsibility and respect for others
- Confidentiality, never passing on personal information, except to the person you are responsible to, unless there are safeguarding issues of concern which **must always** be reported to the person named above.

Role	Verger	
Responsible to	Incumbent and Church Wardens	
Key Responsibilities of the Role (tasks to be undertaken)		
<ul style="list-style-type: none"> ➤ Key-holder – opening up/closing. ➤ Ensuring things are in correct place. ➤ Welcoming people. ➤ Setting up for Services. ➤ Technical back up for Sunday's, weddings, funerals, baptisms, etc. 		
Any arrangements for induction, training & support		
Shadow existing verger during settling in period		
Any practical arrangements relevant to the role (e.g. process for paying expenses, times role should be carried out, provision of equipment)		
Treasurer/Incumbent No fixed rota. The needs of the church will dictate.		
Role to be reviewed (insert date)		
The role is eligible for a criminal record check which is renewable every five years	No	