



## Job Description

<b>Job Title</b>	Volunteer Verger
<b>Responsible to</b>	Director of Operations and Special Projects
<b>Location</b>	Trinity Church Nottingham
<b>Working hours</b>	8 hours per week, to be worked as required/as convenient (with flexibility to accommodate occasional evening/weekend work)
<b>Date written/updated</b>	6th November 2023
<b>Contract Type</b>	Voluntary Worker
<b>Key Objective:</b>	
<p>The Verger will be responsible to the Director of Operations and as such will function in a vital caretaking role, to assist the Director of Ops and the Operations Assistant with the practical aspects of our buildings and facilities upkeep.</p> <p>As well as having oversight of day-to-day 'housekeeping' needs such as changing lightbulbs, identifying and addressing other breakages and faults, this role will involve maintenance of the car park, regular security checks, taking monthly meter readings, cleaning of the chairs and carpets in the main sanctuaries, and refuse disposal. Although another volunteer usually covers our weekly fire checks, there may be occasions when these also fall to the Verger due to holidays/unavailability.</p> <p>The post holder will give practical support for internal events and activities taking place in the building – setting up and setting down, as part of a team. When we host external events booked by hirers of the buildings (eg weddings), occasional additional paid hours will be available, to assist with unlocking/ locking up/ setting up and packing down for these.</p> <p>Please note the need for manual labour as a major component of this job.</p>	
<b>Church Context</b>	



# Trinity Church Nottingham

Trinity Church Nottingham began when the Diocese of Southwell and Nottingham invited a team from Holy Trinity Brompton (HTB) to plant a city centre resourcing church.

Beginning in their front room, the planting team set out with a clear focus on worship and prayer, which has resulted in a strongly 'presence led' culture. As part of their vision to see this church established, the Diocese acquired the former Neale's Auction House on Mansfield Road. The core team began praying and worshipping in this space regularly, and saw those gatherings grow as more people were drawn into the story. In 2023, our lead pastor Revd Jonny Hughes was also licensed as vicar of the parish church, St Andrew's, bringing our two congregations together as one, under the Trinity Church Nottingham banner. We are excited to see what our future holds as we begin to make use of these two neighbouring buildings to facilitate worship gatherings, compassion ministries and more, for our community and the city.

The name Trinity Church Nottingham was inspired by hearing the story of Holy Trinity Church, which had existed in what is now Trinity Square. The church was created to meet the needs of a growing population and ministered effectively to the city for a little over 100 years. It made a particular contribution in areas of education and church planting. We exist at Trinity to see the church on fire, and the city alive, and we have an emphasis on children and youth, as we long to raise up a generation of revivalists, who are growing in the knowledge and love of God and His Kingdom.

Our church family has grown to encompass a regular worshipping community of more than 500 people, and we envisage that this growth will continue, but our aim is to raise and release disciples who have a vision for changing the atmosphere of the city as we live and pray in it throughout the week. We're a family who are learning to join in with God's hopes and dreams for the city, Monday through to Sunday, and we're dreaming of building individuals and institutions that transform the world we're in.

## Key areas of responsibility:

- Monthly checks and maintenance of our locking systems
- Regular checks on CCTV at St Andrew's building
- Car park maintenance (weeding / drain clearing/ leaf clearing)
- Monthly meter readings (electric / gas)
- Carpet cleaning and deep cleaning of chairs
- Deep cleaning of kitchen (legal requirement)
- Disposal of rubbish from the St Andrew's building
- Day-to-day housekeeping eg changing lightbulbs, 'handyman' type fixes
- Ad hoc maintenance and cleaning of Kids space
- Occasional cover of fire checks

## Person Specification:

- A heart and passion for the worship of Jesus Christ
- Logical, thorough and organised with the proven ability to plan ahead

Trinity Church Nottingham  
Registered Charity no. 1170403  
[www.trinitychurchnottingham.org](http://www.trinitychurchnottingham.org)



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- Motivation to help create a safe, accessible, functional and pleasant office and church environment for all users
- Flexibility around different weekly demands, and an ability to adapt to changing circumstances and new ways of working
- Open heart and 'can do' approach
- Team player
- Good time management skills with proven ability to prioritise the workload
- Personal walk with Jesus underpinning a lifestyle of integrity
- A commitment to personal growth as a follower of Jesus

## Terms of Employment

<b>Work pattern</b>	<p>Working hours are 8 hours per week (split as needed/as convenient), with the majority of this time being worked on a Monday, Wednesday and/or Thursday. (Occasional weekends.)</p> <p>Monthly participation in a Staff Prayer meeting on a Wednesday morning.</p> <p>You may occasionally be required to work abnormal hours to your regular weekly pattern, with reasonable notice, to meet the needs of the organisation (eg around special events). Where additional time is worked for events, pay for these hours will be available.</p> <p>It is expected that staff members will be active members of Trinity Church.</p>
<b>Salary</b>	n/a
<b>Holiday</b>	n/a
<b>Probation</b>	n/a
<b>DBS check required?</b>	No
<b>Special conditions of employment</b>	<p>There is a genuine occupational requirement for the post holder to be a communicant member of the Church of England or a member of the Churches Together in Britain &amp; Ireland.</p>