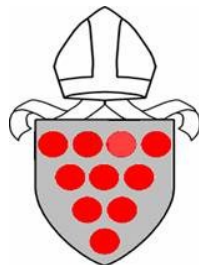


Role Outline: Verger

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 Officer or the Diocesan Safeguarding Adviser (DSA) or Assistant DSA.

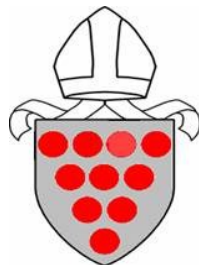


Those who work with children, young people and/or adults who are vulnerable should have a commitment to:

- Treat individuals with respect
- Recognise and respect their own abilities and potential for development
- Work in ways that meet and develop the personal, spiritual, social and pastoral needs of the people they make contact with
- Promote the rights of the individual to make their own decisions and choices, unless it is unsafe
- Ensure the welfare and safety of all
- 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 or to the Police or Social Services in an emergency.

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Role	Verger at St Michael's Church
Responsible to	Incumbent and Church Wardens
Key Responsibilities of the Role (tasks to be undertaken)	
<p><i>As a volunteer:</i></p> <ul style="list-style-type: none"> • Key-holder – opening up and closing where appropriate • Ensuring things are in the correct place • Welcoming people • Assist in setting up for Services, which includes: <ul style="list-style-type: none"> * Opening and closing, switching the lights on, lighting candles, putting the heating on, positioning the cross, nave altar into position, prepare hymn number boards, and put trestles out for funerals. • Read and sign the parish's safeguarding policy and know how to respond to, report and record any concerns you may have about an at risk person • Read and implement any other relevant PCC policies or guidelines • Anything else where appropriate • To be aware of safety practices as a lone worker in church and good practice e.g. people knowing what time you are there and expect to finish and having access to a mobile phone, etc. 	
Any arrangements for induction, training & support	
- Lift operation training	
Any practical arrangements relevant to the role <i>(e.g. process for paying expenses, times role should be carried out, provision of equipment)</i>	
Role to be reviewed <i>(insert date)</i>	Annually
The role is eligible for a criminal record (DBS) check which is renewable every five years <i>(insert yes / no)</i>	No
Level of criminal record (DBS) check which is required for this role	

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