The Parish of Horndon, Orsett and Bulphan

Role Description – Verger for weddings and funerals

Role description ratified at a PCC meeting on 22nd July 2025

This Role description must be given out during the induction process and signed for before commencing the role. A copy of the signed Role description to be retained centrally by the Parish and a copy given to the individual.

Signed

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Rector or Churchwarden Individual

Responsible to:
The Churchwardens and through them to the Rector

Person specification:

- To reflect the love of God
- To support the Ministry and Mission of the Church
- To uphold the Vision and Values of the Church and support the Rector.
- To maintain confidentiality and share any concerns with the Rector.

Safeguarding:

- To read and adhere to all aspects of the Parish Safeguarding Policy and follow the Code of Safer Practice
- To complete a Parish Form, providing two references, and a Confidential Declaration Form before commencing the role
- To complete on-line Basic and Foundation safeguarding training, must be retaken every three years.

Key roles and responsibilities:

- To be present at least an hour before the service begins
- Place bollards/traffic cones outside the church/on the road (not on the pavement)
- Where applicable, take blue cloth off the altar, fold and place underneath altar.
- To make sure altar candles are lit before the service starts and extinguished at the end.
- To organise a collection plate/basket as appropriate and contactless (Collectin) machine
- To give a warm welcome to everyone
- To ensure people have a service sheet/hymn book.
- To stay on duty during the singing of the first song to deal with latecomers and then remain seated by the door.
- To be ready to open the door if someone is struggling and to assist those who may have additional needs, if necessary, getting out the ramps
- To count everyone in Church, splitting between children and adults, making sure these numbers are written in the register in the vestry after the service, using an ink pen.
- To open the door for the congregation to leave, after the service.
- To collect service sheets/books from the congregation as they leave. Any items no longer needed, should be put in the recycling bin.
- To tidy church pews/chairs and collect any rubbish
- To count the collection in the vestry with another person, who is not part of your family, the amount must then be recorded on the collection form, which must be signed and the money and form placed in the safe.

Weddings:

Before

- One of the vergers needs to attend the wedding rehearsal
- To place bollards/traffic cones outside the church/on the road
- To ensure that the gate to the church is unlocked (where appropriate)
- To place the table and chair in the relevant place, cover table with a white tablecloth, ready for signing documents
- To place the wedding document, certificate and service book, on the table for signing
- To place a pencil and fountain pen on the table, checking there is sufficient ink in the cartridge.
- To ensure wedding kneelers and chairs for the bride and groom, with covers if appropriate are in the correct place.
- Check the toilets before and after the service.
- To ensure power to organ is turned on.
- To check microphones have working batteries.
- To turn on sound system and operate CDs during the service
- To ensure, if hymn books and/or service sheets are being used, that they are placed on the wedding couple's chairs, front pews for the wedding party, the lectern for the Rector and the organ stool for the organist.
- To encourage the congregation into the church and guide them to their seats.
- To coordinate, if required, the ringing of the bells after the service
- To leave the glass collection jar and contactless Collectin Machine in situ. If there is no collection for a charity, also leave the collection plate by the door.
- To light two candles on the altar.

After

- To extinguish candles when organ has stopped playing.
- To put everything away including hymn books, table, kneelers, parking signs and traffic cones.
- Where applicable, put blue cloth back on altar
- **To remind the Rector, or priest taking the service, to sign Service Register in Vestry**
- To count the collection in the vestry with another person, who is not part of your family, the amount must then be recorded on the collection form, the form must be signed and form and money put in the safe. Add the amount collected to the service register.
- Check that the organ switches, sound system, microphones and all lights have all been turned off, remembering to check all rooms/toilets.
- The throwing of confetti made up of real flower petals is permitted anywhere outside. The throwing of flower petals inside the church is not permitted.
- No paper confetti, of any kind, is permitted in the church or churchyard.
- Whilst confetti is not allowed to be thrown in church, if any does blow in the door it should be cleared up.
- To ensure that the gate to the church is locked (where appropriate)
- To claim verging fees by completing the online claim form: details of how to do this can be requested from the Parish Administrator

Funerals:

Before

- To place bollards/traffic cones outside the church/on the road (not on the pavement).
- To ensure that the gate to the church is unlocked (where appropriate).
- Where applicable, take blue cloth off the altar, fold and place underneath altar.
- To ensure power to organ and/or sound system is turned on and check microphones have working batteries.
- To put out order of service in family pews and give one to rector and organist and hymn books if required.
- To light two candles on the altar.
- Check the toilets before and after the service.
- To place boxes of recycled tissues on the front pews.
- To turn on sound system and operate CDs during the service.
- To coordinate, if required, the ringing of the bell before the service
- To leave the glass collection jar and contactless Collectin Machine in situ. If there is no collection for a charity, also leave the collection plate by the door.
- To count the mourners and enter numbers in the service register.
- To liaise with the funeral directors.
- **To remind the Rector, or the priest taking the service, to sign the service register and to complete the burial/interment plan where appropriate. If there is going to be a cremation immediately after the service, the service register should be signed BEFORE the service. Also, if it is a full burial in the Churchyard, that the funeral director has given the Rector the 'Green Form.'**

At the end

- To let the funeral directors know when the service is coming to an end during the last hymn or at commendation.

After

- To extinguish all candles when organ has stopped playing.
- To put everything away including hymn books, parking signs and traffic cones
- Check that the organ switches, sound system, microphones and all lights have all been turned off, remembering to check all rooms/toilets.
- To count the collection in the vestry with another person, who is not part of your family, the amount must then be recorded on the collection form, the form must be signed and form and money put in the safe. Add the amount collected to the service register.
- Check the toilets before and after the service.
- To ensure that the gate to the church is locked (where appropriate)
- To claim verging fees by completing the online claim form; details of how to do this can be requested from the Parish Administrator