

**THE TEMPLE CHURCH,
TEMPLE, LONDON EC4Y 7HL**

**The Inner Temple and Middle Temple seek to appoint a
FULL-TIME
VERGER / PREMISES-MANAGER
for this famous and active Church.**

To apply, please send a CV and covering-letter to The Revd Dr Robin Griffith-Jones, Master of the Temple, The Temple Church Offices, 1, Inner Temple Lane, London EC4Y 1AF

Background.

The Temple Church, consecrated in 1185, lies between the Law Courts and the River. It serves the lawyers and staff of Inner and Middle Temple, residents of the area and visitors to London. (About 4,000 people are in the Temple on a working-day. In summer we are seeing about 500 visitors in the Church each day.) The Verger / Premises-Manager is an important 'representative' of the church to them all.

The Church has a tradition of choral worship according to the Book of Common Prayer. The Church's music is outstanding, and is greatly valued by Inner and Middle Temple.

The Verger / Premises-Manager will be part of a small and energetic team that works on the Church's programme of worship, concerts, lectures, exhibitions and other events:

- the Master of the Temple (equivalent to a Dean of Chapel or a parish Rector);
- the Reader of the Temple (Associate Priest);
- the Director of Music (running the professional choir of men and boys) and the Associate Organist;
- the two administrative assistants helping the Master and the Music Office;
- and the staff of the Temple Music Foundation (a music charity whose remit takes special notice of the Temple Church and its choir).

Based within the Church itself, the Verger / Premises-Manager will have a key role in the Church's preparation for worship and in the worship itself, and in the use of the Church's facilities by a wide range of visitors.

Responsibility for the Church is held by The Church Committee (equivalent to the PCC) of senior lawyers from Inner and Middle Temple. The Verger / Premises-Manager will report to the Master.

The Verger / Premises-Manager is housed by the Church in a third-floor flat overlooking the Church. The flat has one double bedroom. (There is no lift.)

The successful candidate will be a communicant of the Church of England.

With the help of Liz Clarke in the Music Office, the Verger / Premises-Manager liaises closely with the choristers, the Sunday School and the children's families. He/she will undergo an enhanced Disclosure and Barring Service (DBS) check in accordance with the Diocese of London.

Duties.

Duties include the following:

1. Liturgy

Performing the role of Verger at services on Sunday and throughout the week.

Preparing the Church for all services and clearing away afterwards.

Procuring and caring for the Church's furnishings and supplies, and in particular preparing its linen, candles, frontals, etc.

2. Special Events and Day-to-Day.

Liaising with the Surveyor of Middle Temple on the day-to-day maintenance of the Church in good condition.

Managing the Church's signage in and around the Temple, the information issued to the Press and the day-to-day updating of the Church's website.

Preparing the Church for all concerts, recordings, lectures, etc, and clearing away afterwards.

Moving chairs, etc, as necessary for special services and events. (There is some simple staging, used at some such events. The Maintenance Departments can generally be asked to help with this staging.)

Liaising as necessary between visiting artists, etc., on the one hand, and the Surveyors' and Maintenance Departments of Inner and Middle Temple on the other. The artists will include many musicians and the painters, sculptors, etc, who mount exhibitions in the Church's Triforium.

Assisting as necessary with the welcome and care of visitors at special events and day-to-day.

3. Administration: Church Plant

There is an office in the Church for the Verger / Premises-Manager, provided with telephone, PC, e-mail, and printer.

The Verger / Premises-Manager will be expected to have computer skills with a working knowledge of Microsoft Office, ie Word, Excel, Access, Outlook.

In liaison with the Master and Director of Music, the Verger / Premises-Manager will be responsible for the day-to-day running of the Church's plant and facilities:

He/she will co-ordinate the Church's diary with the help of the administrative assistants and field enquiries on the Church's use by visitors;

He/she will be responsible for the maintenance and for any use in services of the Church's PA-system, recorded-music and recording-equipment. (The Church is gradually installing the hardware which will make possible the recording of services.)

He/she will attend planning meetings, as held, with the Master and the rest of the Church staff, and will be expected to take a full part in the discussion.

He/she will manage the security of the Church. The Church's alarms are connected to the Verger's flat.

There is a welcome-desk and modest 'shop' at the entrance to the Church (where the PC can be logged into the Church server). The Verger / Premises-Manager is responsible for coordinating the volunteers who staff the desk when the Church is open to visitors and for managing the stock and cash of the 'shop'. (The Church is preparing for the installation of further on-line payment systems.)

A cleaner is employed (part-time) in the Church; the cleaner reports to the Verger / Premises-Manager.

4. Administration: Finance.

The Verger / Premises-Manager will check the invoices coming in to the Church and will pass them on, correctly marked for the appropriate ledger, for payment by Inner Temple. He/she will prepare invoices for weddings, memorial services, concerts, recordings and other bookings, and will track payment.

He/she will be responsible for taking to the Collector's Office all incoming cash from collections, visitor-donations, etc.

He/she will be responsible for all the Gift Aid procedures in respect of the Church.

A working knowledge of Microsoft Excel spreadsheets is required for this purpose.

5. General.

In all these roles, the Verger / Premises-Manager will be an important 'representative' of the Church. He/she will become well-known to Members of Inner and Middle Temple, to the choir-men, choristers and their families; to other musicians; and to regular tour-guides. The successful candidate will enjoy working with a wide range of people on a wide range of tasks. He/she will be well-presented, courteous and out-going, and will communicate to visitors the value that Inner and Middle Temple put on the history, traditions and present ministry of this remarkable Church.

6. Terms of Employment.

Start Date: As soon as is practicable after 31 July 2018.

Hours. The Verger / Premises-Manager will work 5 days per week.

He/she will be on duty for most Sundays through the year (for the morning services and frequently for baptisms in the afternoon), and for a majority of Saturdays (for weddings).

Days-off in the week will be by arrangement. The basic arrangement is likely to be: Days off: 4.00pm on Sunday until 4.00pm on Tuesday, subject to special events. The Verger / Premises-Manager will be expected to be flexible, to ensure his/her presence at weekday events as they are booked; he/she will be expected to work on the evenings on which Memorial Services, concerts and other special events are held in the Church.

He/she will be paid a fee for weddings, and for Memorial Services and other evening events.

Salary and Benefits. Taking into account the fees for special events and subject to the successful candidate's experience, the Verger / Premises-Manager can expect to earn approx £35,000. He/she will be eligible to join Inner Temple's health-care scheme, and will be entitled to free lunch on weekdays when he/she is on duty.

Holidays. The Verger / Premises-Manager will have as holidays 25 working days p.a. and Bank Holidays. The Church tends to be less active during August and September, and the Verger / Premises-Manager will be expected to take a good part of his/her holidays then.

Further details of the history and current programme of the Church may be found at www.templechurch.com.