

**MINISTRY DESCRIPTION FOR A VERGER
AT St. Francis of the Islands Episcopal Church**

Responsible to: The Priest-in-Charge **Job Title:** Verger

Job Description:

The verger's position will be a contracted staff position. He or she will serve two half days each week for a total of 8 hours per week. It is the responsibility of the Verger to assist administratively in the planning and conducting of all worship services at St. Francis of the Islands. The Verger serves at the pleasure of the Priest-in-Charge. Upon the election of a new priest, the Verger should submit his or her resignation, as this position and all provisions of this job description are limited by the current priest's tenure.

Duties and Responsibilities:

1. Be familiar with the liturgies of the Episcopal Church and assist the priest with planning, designing, implementing and executing liturgies.
2. Be knowledgeable about the requirements of and assist in preparing for Episcopal visitations.
3. For all services, complete the Orders of Services, announcements, prayers of the people, and all other printed service materials.
4. Oversee the coordination/final compilation and sending out of schedules of lectors, servers, acolytes, ushers and greeters and covering vacancies as they appear.
5. Send out weekly reminders to those scheduled to serve in upcoming liturgies.
6. Assist the clergy with planning and executing special services (weddings, funerals, holy days, etc...) and coordinating with the altar guild, choir, servers, acolytes, ushers and other ministry teams as necessary.
7. Anticipate and be prepared to direct/prompt participants of the service as necessary.
8. Recommend to clergy solutions to liturgical problems (movement, space, etc.) and provide feedback to the clergy on effectiveness or anticipated problems.
9. When necessary, assist with writing and developing customaries and checklists for special occasions and services.
10. Work closely with members of Altar Guild, Flower Guild, Worship Committee and all participants in the liturgy.
11. Prior to each service, check the arrangements in the Church, ensuring that all is proper and that all necessary items are in place.
12. Other duties as assigned by the priest.

Verger

Priest-in-Charge