



Job Description

Church Administrator and Verger

Job Title:	Church Administrator and Verger
Reporting To:	The Guild Vicar
Salary:	£35,000 per annum
Hours of Work:	35 hours per week, Monday to Friday, 9:30am – 5:30pm (with some flexibility required for evening and weekends for which agreed time of in lieu or overtime may be applicable)
Contract Type:	Full-time, permanent
Safeguarding and compliance:	The successful applicant will be required to complete a DBS check and undertake necessary level of Church of England safeguarding training.

About St Lawrence Jewry next Guildhall

St Lawrence Jewry next Guildhall is a Church of England Guild Church in the heart of the City of London. Located next to the historic Guildhall, St. Lawrence Jewry next Guildhall is the official church of the City of London Corporation, seeking to be a beacon of Christ's light and peace in the midst of the bustling City and serving the spiritual needs of the both the Corporation and the wider City.

Worship and prayer at St. Lawrence Jewry is rooted in the modern liberal catholic tradition of the Church of England and draws together a variety of people from many walks of life, daily welcoming visitors who live or work nearby, or who are visiting the City of London, offering a variety of services, civic occasions, and events throughout the year. As a registered member of the Inclusive Church Network, we are committed to offering hospitality, worship, and a welcome to all who come through our doors.

Following the retirement of our Church Administrator of over fourteen years, we are seeking a committed and professional ***Church Administrator and Verger*** to join our team. This full-time position is pivotal to the life of the church, with a strong focus on administration and communications, alongside supporting liturgical and ceremonial functions as Verger when required.

Role Overview

The Church Administrator is responsible for the efficient day-to-day management of the church's operations, including office administration, communications, diary and event management, support for worship, and liaison with volunteers and external stakeholders. The role also includes oversight of the Friends of St Lawrence Jewry, a membership organisation that supports the church's work and ministry through regular giving, events, and fundraising.

Verger duties form a smaller but significant part of the role, involving support for the practical and ceremonial elements of a number of services annually. These range from civic and livery services to special feast days, weddings, and other significant occasions.

Main Responsibilities

Primary Role: Administrative Duties

Office and General Administration:

- Provide administrative support to the Guild Vicar, Guild Church Council, and other church staff.
- Manage incoming and outgoing post, telephone calls, email correspondence, and general enquiries.
- Maintain filing systems (physical and digital), church registers, and official documentation in accordance with legal and diocesan requirements. (As data controller, the Administrator is responsible for the church adhering to the General Data Protection Regulation (GDPR)).
- Responsibility for office equipment contracts and licensing returns (e.g., PRS, CCLI, LDF returns).
- Manage the administrative aspects of baptisms, weddings, funerals and other services and events, and maintain service records.

Liturgical and Communications Material:

- Print orders of service and music lists for regular and special services.
- Assist with internal communications including church notices, newsletters, signage, and event publicity (in collaboration with the Guild Vicar).
- Keep the church diary/calendar up to date and coordinate bookings for services, meetings, and external events.

Website and Social Media (in collaboration with others):

- Update the church website with service information, events, and news.
- Assist with the creation and scheduling of social media content to promote church life and events.

Supplies and Financial Administration:

- Order stationery, liturgical supplies, office consumables, and hospitality provisions as required.
- Liaise with suppliers, contractors, and service providers.
- Support the processing of invoices and petty cash (working with the Finance Manager or Hon. Treasurer).
- Collect and record donations, collections, alms, and offerings appropriately.

External Liaison:

- Provide administrative support to visiting clergy, musicians, and guest preachers.
- Act as a point of contact for City of London Corporation, Guildhall staff, Livery Companies, and other stakeholders in respect of booking special services and events.

Friends of St Lawrence Jewry

- Support the management of 'The Friends', a membership organisation that supports the church's work and mission.
- Organise and coordinate communication with members, including newsletters, invitations, and updates.
- Work alongside the Guild Vicar and GCC to plan and manage events and social opportunities for 'The Friends.'
- Work alongside the Guild Vicar and GCC to develop marketing initiatives to promote and grow the membership base.

Compliance and Governance:

- Undertake the role of Church Electoral Roll Officer (training will be provided).
- Undertake the role of Church Safeguarding Officer (training will be provided).
- Attend Guild Church Council meeting when required.

Church Opening and Security:

- Open and close the church daily (when required), ensuring the building is ready for public access and secure when unattended.
- Monitor the security of the building during open hours and take appropriate action if issues arise.
- Conduct regular checks of all areas for cleanliness, safety, and maintenance needs.

Welcome and Visitor Experience:

- Welcome visitors, worshippers, tourists, and guests to the church, offering hospitality and assistance as appropriate.
- Maintain tidiness and order in the public areas, keeping literature racks, signage, and noticeboards up to date and presentable.
- Liaise with volunteer vergers and stewards, including those assisting with sidesperson duties, reading, or other roles.
- Support the church's health & safety practices, including fire safety, access, and first aid provision.

Building and Site Management:

- Act as a key point of contact for contractors and maintenance personnel.
- Arrange and oversee routine and emergency maintenance (where necessary).
- Report minor repairs or maintenance tasks as needed.
- Maintain stocks of cleaning, hygiene, and hospitality supplies.

Secondary Role: Verger Duties

Preparation and Support for Worship Services:

- Set up and clear down the church for services, occasional offices (weddings, funerals, memorials), civic services, and special events.
- Prepare vestments, altar frontals, sacred vessels, candles, and other liturgical items in line with the liturgical calendar.
- Support clergy, musicians, and stakeholders in the smooth running of services by preparing spaces, guiding participants, and ensuring necessary materials and resources are available.
- Order liturgical supplies, requisites, and consumables as required.
- Undertake the ceremonial role of Verger at services when required (training will be given).

Technical and Audio-Visual Support:

- Operate the church's PA/sound system during services and events.
- Provide basic AV support for services, including livestreaming where required (training will be provided if necessary).

Events Support:

- Assist with the logistical preparation for concerts, civic receptions, and other events held at the church.
- Set up and rearrange furniture, including chairs, tables, lecterns, and platforms.
- Liaise with external users and event organisers regarding the setup, access, and use of the church facilities.

The above Job Description is intended to describe the general nature and level of work being performed by the individual assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. Other reasonably duties, responsibilities, and activities may be changed or be assigned at any time.

Person Specification

Essential:

- Excellent organisational skills and attention to detail.
- Strong written and verbal communication.
- Financially confident.
- Ability to work independently, proactively, and manage time efficiently.
- Strong interpersonal skills and a welcoming, professional manner.
- Competence in Microsoft Office (365, Word, Excel, Outlook) and general IT use.
- Willingness to work flexibly, including occasional evenings and early starts.
- Physical capability to move furniture and assist with setting up the church.
- Respect for the Church of England's traditions and ethos.

Desirable:

- Experience in a church administration, facilities, and vergers role.
- Understanding of Anglican liturgy, church calendar, and church terminology.
- Knowledge of sound systems, livestreaming, or AV equipment.
- Awareness of safeguarding, GDPR, and health & safety protocols.
- First aid training (or willingness to undertake it).
- Experience of church management software.
- Events management experience.
- Project planning experience.
- A communicant member of the Church of England.

Personal Attributes

- A mature and sensitive manner in dealing with members of the public, and in fostering good relationships with staff, volunteers, and other regular contacts.
- A high standard of discretion and ability to handle sensitive information with integrity and confidentiality.
- The capacity to work on your own and as part of a team, and confident to take initiative.
- The ability to handle multiple tasks at any time and work to deadlines.

Application Process

To apply, please send your CV and a covering letter (of no more than 2 pages) outlining how your skills and experience align with the requirements of the role to:

The Guild Vicar
St Lawrence Jewry next Guildhall
Guildhall Yard, London EC2V 5AA
vicar@stlawrencejewry.org.uk
Tel: 020 7600 9478

Application deadline: midday, Friday 24th October 2025

Interviews: Monday 3rd November 2025 TBC