



Weekend Buildings Assistant & Verger **St Marylebone Parish Church, London, NW1 5LT**

Location: St Marylebone Parish Church, London

Contract: Permanent, Part-Time

Hours: Saturday 9.00am to 5.00pm and Sunday 8.00am to 4.00pm

Salary: London Living Wage (currently £14.80 per hour)

Reporting to: Buildings Manager

About St Marylebone Parish Church

St Marylebone Parish Church is a thriving Anglican church in the heart of London, welcoming worshippers, visitors, residents, businesses, and community groups. Alongside its programme of worship, music, education, pastoral care, and community outreach, the Parish Church seeks to communicate its mission, engage with diverse audiences, and strengthen its presence within the local community and beyond.

About the Role

St Marylebone Parish Church is seeking a friendly, practical, and reliable Weekend Buildings Assistant & Verger to join our team.

This is a varied and hands-on role at one of London's most iconic parish churches. Working as part of the Buildings Team, you will help ensure that the church and its facilities are welcoming, safe, clean, and fully prepared for worship, visitors, concerts, events, and community activities.

The successful candidate will be a team player with excellent people skills, a practical approach to problem-solving, and a willingness to support the life and ministry of the church.

Key Responsibilities

Building Operations and Visitor Welcome

- Open and close the church and associated facilities as required.
- Provide a welcoming presence for visitors, worshippers, contractors, and event attendees.
- Respond courteously and professionally to enquiries from members of the public.
- Carry out regular inspections of the church building and facilities to ensure they remain clean, safe, and presentable.
- Assist with room set-ups and the preparation of spaces for services, meetings, concerts, and events.
- Return spaces to their normal layout following activities.
- Monitor building security and support health and safety procedures.
- Operate CCTV systems in accordance with church policies and procedures.

- Support the management of contractors and service providers on site.
- Undertake minor maintenance and practical tasks where appropriate.
- Ensure equipment, furniture and facilities are well maintained and stored safely.
- Monitor stocks of building and operational supplies.

Worship and Verging Duties

- Help prepare the church for services and acts of worship.
- Set out liturgical items, furnishings and equipment as required.
- Assist clergy and worship leaders during services.
- Support weddings, funerals, memorial services, and other occasional offices.
- Operate sound, lighting and other equipment required for worship and events.
- Ensure sacristy and worship areas are maintained to a high standard.

Events and Church Activities

- Support the delivery of concerts, conferences, meetings, and other events.
- Assist with venue hire enquiries and bookings when required.
- Work collaboratively with staff, volunteers and external organisations using the church facilities.
- Help maintain a positive experience for all building users.

General Support

- Assist with routine administrative tasks where required.
- Receive deliveries and manage supplies.
- Help maintain church noticeboards and visitor information.
- Support colleagues across the wider church team as needed.
- Undertake other duties appropriate to the role and level of responsibility.

Personal Attributes

The successful candidate will be:

Essential

- Excellent spoken and written English.
- Strong interpersonal and customer service skills.
- Ability to work effectively as part of a team.
- Comfortable working in a busy environment and managing competing priorities.
- Practical aptitude and willingness to undertake minor maintenance tasks.
- Good level of physical fitness and ability to carry out moderate manual duties safely.
- Basic IT skills, including Microsoft Outlook and Microsoft Office.
- Ability to remain calm, professional, and approachable.
- Commitment to maintaining high standards of presentation, safety, and hospitality.
- Flexible and willing to respond to changing operational needs and priorities.

- Sympathy with the Christian ethos and mission of St Marylebone Parish Church.

Desirable

- Experience of working in a church, cathedral, or other place of worship.
- Experience of working in a historic or listed building.
- Experience of event support or facilities management.
- Knowledge of audio-visual systems.
- Experience of dealing with contractors and visitors.

Safeguarding

St Marylebone Parish Church is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults.

The successful applicant will be required to:

- Complete relevant safeguarding training.
- Undertake an Enhanced DBS check due to the post holder's involvement in church activities and regular presence where children and vulnerable adults may be present.
- Comply with all church safeguarding policies and procedures.

Benefits

- 26 days annual leave (FTE - pro rata for part-time) plus a Wellness Day and bank holidays.
 - Non-contributory pension scheme with an 8% employer contribution.
 - A unique opportunity to contribute to the ministry and community impact of one of London's most historic parish churches.
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Applications

- Applicants should enclose a full CV, together with a statement setting out why the applicant feels they are suited to the post.
- Closing date for applications: Friday 25 September 2026 at 12:00 noon.
- Interviews will be held at St Marylebone Parish Church on Thursday 1 October 2026.
- The start date is ASAP.

Applications should be forwarded to:

Stuart Harrison

Buildings Manager

buildings@stmarylebone.org