

Job Posting: Parish Verger
St. Philip's Anglican Church, Etobicoke

St. Philip's is an Anglican church with a deep commitment to community. We seek to live our faith in a spirit of welcome for all, compassion for those in need, and a willingness to approach our faith and our culture with inquiring minds. We are people who, together, long to invite, welcome, serve, and understand.

Position Title

Parish Verger

Term of Office

Permanent part time, 15 hours per week. Salary to be confirmed.

Supervision and Support

- *Reports to the Church Wardens*
- *Co-ordinates with the Incumbent and Parish Administrator*

Purpose of the Position

The Parish Verger is responsible for ensuring smooth operation and up-to-date maintenance of the Church buildings and facilities. This includes, providing daily maintenance and upkeep, and liaising with approved contractors. This position is much like an on-site handyman and is therefore not required to take the lead on repairs requiring a licensed professional. It is expected however, that this position will assist in coordinating the scheduling of such technical repairs with approved service providers, as needed, and with the advance approval of the Wardens or Incumbent.

For details of responsibilities and qualifications, skills and competencies required please click on this link: [Job Description](#)

Interested Candidates should submit a cover letter and resume in one file to staffstphilip@gmail.com. Please include Parish Verger in the subject line. **Closing date for applications is Friday, July 2nd 2021.**