

MAKERERE

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UNIVERSITY

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ST. FRANCIS CHAPEL

ST. FRANCIS CHAPEL MAKERERE UNIVERSITY EMPLOYMENT OPPORTUNITY

About Us: St. Francis Chapel Makerere University is a vibrant and active Christian community whose purpose is to make disciples who make disciples for Jesus Christ. We are focused on Evangelism, Discipleship and Leadership development of the University's students and staff, as well as the wider community. As a cell-based Church that is "small enough to care, yet big enough to celebrate," we raise, equip, and mobilize leaders of integrity who will proclaim Christ faithfully to Uganda and the nations.

OUR VISION: A Healthy and Growing Church Holistically Transformed to Godliness.

OUR MISSION: We Exist to Make Disciples Who Make Disciples for Jesus Christ

OUR CORE VALUES

- ❖ Christ Centered
- ❖ Servant hood
- ❖ Integrity
- ❖ Humility

We seek to recruit a Committed Christian, dynamic and self-motivated individual to fill the vacant position below;

CHAPEL VERGER / CUSTODIAN

Reports to: Chapel Administrator

Responsible For: Assistant Chapel Verger/Custodian, Chapel Messenger, Gardener, Cleaners, Security guards

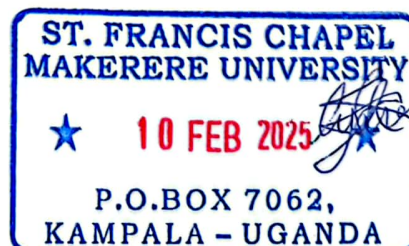
Job Purpose:

As a lay person, he/she serves and assists the Chaplain and clergy team in ensuring orderliness of services prior during and after each service "Behind the scenes"

Roles & Responsibilities

Chapel Verger Roles:

- (1) Caring for the cleanliness and orderliness of the Church, Church linen and the vestments.
- (2) Conveying messages from clergy to other ministers during services.
- (3) Preparation for all services including Baptisms, Confirmations, Marriages, Holy Communion and any others.
- (4) Washing and ironing of the Alter and Chapel Linen and taking care of Holy Communion vessels.



"We exist to make disciples who make disciples for Jesus Christ" (Matt.28:18-20)

- (5) Laying of the Holy table ready before services and arranging the Alter as shown by the clergy;
- (6) Coordinating the collection of offertories in Chapel services.
- (7) Taking and keeping records of all the services, baptisms, confirmation and marriage and all others services.
- (8) Ensure the frontals are changed according to liturgical year.
- (9) Ensuring supplies of wines, alter bread, candles, etc.
- (10) Ensuring that Clergy's vestments are washed and ironed
- (11) Preparing Sunday bulletin.

Custodian Roles:

- (12) Opening and closing all the Chapel facilities (Chapel, Community centre, Phase II, etc).
- (13) Ensure safe custody of the keys of the chapel facilities.
- (14) Report any leakages, breakages and thefts in the Chapel facilities to the Chapel Administrator.
- (15) Manage the chapel store and all items therein.
- (16) Effectively supervise all the support staff at Chapel facilities.
- (17) Any other duties as may be assigned by the Administrator or designated representative.

Person Specifications:

- a) A minimum of a Bachelor's Degree in Humanities from a recognized University.
- b) At least one (1) years' post-qualification relevant experience.
- c) The applicant should be aged between 25 - 40 at the time of application.

Applicants should, among others, should have the following competencies:

1. Candidates must be mature Christians with demonstrable personal relationship with Jesus Christ. Understanding of Church of Uganda doctrine is a prerequisite and the candidate should subscribe to the Faith of Anglican Congregation.
2. Ethics and Integrity; Interpersonal; Communication and Computer Skills; ability to adapt to multi-cultural settings; effective organizational and planning skills; time management skills; technical skills; report writing skills; negotiation skills; capacity for teamwork; innovation and concern for results, quality and standards and upholds godliness.
3. Relevant copies of a National ID or Passport, and Pastors recommendation letter should be attached. (If the applicant is a member of St. Francis Chapel, they should attach a letter from a leader of a Ministry they belong to)
4. The Prospective Applicants should have passed English and Mathematics with a minimum of a credit at Uganda Certificate of Education level.
5. Prospective applicants should have attained a minimum of an Honors' Degree in one sitting or not exceeding one year from the stipulated completion date.



Please note that only shortlisted candidates will be contacted. Applications should be delivered to the Chapel Administrator using the address below not later than **5:00pm** on **Friday February 21st, 2025**.

**The Chapel Administrator,
St. Francis Chapel Makerere,
P.O. Box 7062, KAMPALA.**

