



Verger – Job Description

Job Purpose

The Verger is part of a team, consisting of 3 vergers working a rota. The vergers work in a busy Cathedral with developing facilities and a growing liturgical, pastoral and evangelistic ministry. The Cathedral aims to be a beating heart for City and County by

- Supporting the mission of the Diocese and Bishop of Leicester
- Strengthening the partnership between the Cathedral, the Diocese and the Bishop
- Developing the Cathedral as a place of inspirational worship
- Being a welcoming and hospitable place
- Encouraging and supporting our Cathedral Community
- Being a centre of Christian education and a resource for all
- Getting involved in the wider community

Main Duties and Responsibilities

- Maintaining the security and serenity of the Cathedral and its precincts, and on occasion St Martins House. Very occasionally it may be necessary to deal with difficult people when a firm but courteous stance will be required. Liaison with the police and other agencies may be necessary from time to time.
- Taking part in the cleaning and maintenance of the Cathedral and the plate, linen and vestments as directed by the Operations Manager.
- Preparing for, participating in, and clearing up after all Cathedral services and events as required by the duty rota.
- Taking responsibility when on duty for the safe storage of donations and collections.
- Supporting the Cathedral's ministry to visitors in collaboration with our team of Welcomers and the Pastoral Team.
- Monitoring the appropriate heating and lighting of the Cathedral when it is open as directed by the Operations Manager.
- A daily check around the outside of the building and maintaining of litter & signage.
- Turn on / off water feature plus daily checks as required.
- Other duties as deemed necessary and appropriate by the Operations Manager or Precentor.

Hours of Work and benefits

- 36 hours per week, worked flexibly on a rota basis, including evenings, Saturdays & Sundays and bank holidays.
- Overtime is payable at time and a half once 36 hours per week have been worked by prior agreement with the Operations Manager.
- Holidays – 33 days per annum including allowance for public bank holidays.

Person Specification

The role of the Verger will require skills in at least the following areas:

	Essential	Desirable
The ability to understand detailed liturgical and ceremonial arrangements and to carry out detailed liturgical instructions after appropriate training if necessary.		✓
Attention to detail.	✓	
Some ability to work flexibly.	✓	
Ability to work cooperatively with the wider Cathedral teams, including the volunteers; and so to assist in building up the life of the Cathedral Community.	✓	
A welcoming and helpful attitude to Cathedral visitors and sensitivity to their needs.	✓	
Ability to work alone, sometimes for long periods.	✓	
Tact and firmness in dealing with occasionally disruptive people.	✓	
Proven honesty in dealing with money.	✓	
Ability to stay calm under pressure.	✓	
Ability to lift and carry furniture, climb stairs, walk with dignity and elegance and stand unaided for significant periods of time.	✓	
Unqualified, enhanced DBS disclosure.	✓	
First Aid qualification.		✓
Familiarity with Microsoft Office and Outlook, as well as Contact Relationship Management software.		✓

Terms and Conditions

Salary: £17,086.56 per annum.

Pension: 8% employer contribution.

Accountable to: The Operations Manager.