



VOLUNTEERING AT LEICESTER CATHEDRAL



CONTENTS

Why Volunteer Page 2

Role Descriptions Page 3

How to Apply Page 8

Application Form Page 9

Why Volunteer?

Whether the idea of a regular commitment or a more flexible arrangement appeals to you, volunteering can be a hugely rewarding way of spending your time.

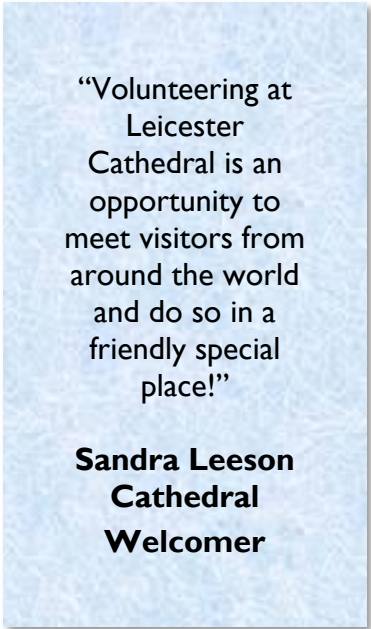
It is a truism that the more you give the happier you feel. It is also true that working well as part of small team helps foster a sense of pride and shared identity. As a volunteer you build upon skills you already have and will more than likely feel a keen sense of accomplishment.

Here at the Cathedral we have a thriving welcomer team who engage with our many visitors with a ready smile and warm words.

We also have a fully trained guide team delivering regular tours to large tour parties and groups of a more intimate size, whilst numerous school parties visit the Cathedral to engage in its history in a creative and stimulating way.

Aside from this we have a chaplaincy team providing a reassuring presence to those in pastoral need and a vergers team having many and varied responsibilities on the Cathedral floor.

If you would like to join our team do read on. Role descriptions can be found on the following pages.



“Volunteering at
Leicester
Cathedral is an
opportunity to
meet visitors from
around the world
and do so in a
friendly special
place!”

**Sandra Leeson
Cathedral
Welcomer**

Cathedral Welcomer

Main Responsibilities

- Greeting visitors warmly, identifying the purpose of their visit and offering appropriate information to support their experience.
- Answer general questions about the life and history of the Cathedral and directing visitors to guides for more in depth information.
- Ensuring that those who come in for prayer or to just to sit quietly are directed to an appropriate space.

Skills and Attributes Needed

- A friendly nature and the confidence to converse with people of all ages, nationality and need.
- An ability to discern need and to refer to others as appropriate.
- A confidence to ask visitors for donations towards the upkeep of the Cathedral when on door duty.
- An empathy with the aims of Leicester Cathedral.

Likely Time Commitment

Shift length is between 2.5 and 3 hours. Volunteers are free to decide frequency of commitment according to availability.

Training

- Full induction including an introduction to welcoming alongside an experienced member of the team.
- Occasional training events as required.



“Leicester Cathedral has such a peaceful feeling about it which makes it a lovely place to spend time in. I am very proud to be part of the volunteer team”

Frances Greener
Cathedral Welcomer

Cathedral Guide

Main Responsibilities

- To explain to visitors the history and context of the different areas they view when on general duty.
- Deliver pre-booked and daily scheduled tours to visitors following the route agreed by the team.
- To be aware and act appropriately when in parts of the cathedral where visitors are sitting quietly or praying.

Skills and Attributes Needed

- A friendly nature and the confidence to converse with people of all ages, nationality and need
- A keen interest in history and an ability to assimilate information about the Cathedral and its artefacts
- An ability to deliver tours within agreed timescales and to an agreed route.
- An empathy with the aims of Leicester Cathedral.

Likely Time Commitment

Shift length is between 2.5 and 3 hours on regular duty but volunteers are free to decide frequency of commitment according to availability.

Training

Volunteers go through a full induction at the recruitment stage and are then initiated into the life of the Cathedral as a welcomer. Those with the aptitude and interest in becoming a guide are then given full training.



“Leicester Cathedral is a special place to volunteer. You are with a great team of people and in a beautiful building with so much history - right in the heart of Leicester. The chance to meet the public and help them to get more out of their visit is extremely rewarding”.

Norma Curtis
Cathedral Guide

Education Team

Main responsibilities

- Helping to lead educational visits and workshops for all key stages. Usually a member of the school staff will be in attendance with school groups. There may be, however, times when you are on your own for a short period.
- Occasional assistance with families/community events (discussed and planned in advance with the Education Officer). This may involve 1:1 work with children for example helping with a craft activity. It would be expected that a parent or guardian is in the building at such times.
- Assisting with preparation of resources, props and costumes for visits as required.
- Participation in training events for volunteers.
- Working hours: 10.00 a.m. – 3.30 p.m. (variable as required)

Skills and attributes needed

- Good communication and interpersonal skills
- Ability to relate to and engage at the appropriate level with children of different ages and abilities. Experience of teaching, community children's and youth work would be an advantage.
- Understanding of the Christian story highly desirable – openness to learn about it essential.

Likely time commitment

- Flexible and open to discussion



“All of the different staff we worked with across the two days were very positive and very good with the children. Our classes thoroughly enjoyed what they experienced and it has provided a wonderful springboard for our learning this term around Christianity”

Verger Team

Liturgical responsibilities

- Preparing for, participating in and clearing up after Cathedral services and events as required by a duty rota.
- Supporting the Cathedral's ministry to visitors in collaboration with our team of Welcomers.

Secular responsibilities

- Maintaining the security, serenity and order of the Cathedral and its precincts
- Taking part in the cleaning and maintenance of the Cathedral including cleaning the plate, linen and vestments.
- Setting of furniture in the Cathedral before services or events.
- Other duties as deemed necessary and appropriate by the Operations Manager or Canon Precentor.

Skills and attributes needed

- The ability to understand and carry out liturgical and ceremonial arrangements with appropriate training.
- An attention to detail.
- Some ability to work flexibly.
- An ability to work cooperatively with the wider Cathedral teams, including other volunteers.
- A welcoming and helpful attitude to Cathedral visitors and a sensitivity to their needs.
- An ability to lift and carry furniture, climb stairs, walk with dignity and elegance and stand unaided for significant periods of time.

Time Commitment

- Flexible and open to discussion



Chaplaincy Team

Are you willing to give time to listen to someone?

Are you prepared to pray with them?

If so.....

YOUR CATHEDRAL NEEDS YOU!

Each day, the cathedral welcomes many visitors, from near and far, many coming with a whole range of needs. Some are regular visitors, who have already established something of a link with us and others are passing through.

Working closely with the Welcoming Team and the Vergers, we now have a growing number of volunteer chaplains, who make themselves available usually at least one morning or afternoon each month. It may be simply to listen to someone, as they share something which is important to them and/or to pray with them. For some visitors, this may be the first time they have had the opportunity for a conversation like this, in a place of prayer and welcome.

If you are thinking that this is something you might be able to offer, then get in touch with the cathedral's Chaplaincy Enabler, Canon Chris Oxley, who will help you explore this further and tell you about induction and training and on-going support within the growing team. He would arrange to meet you for an initial chat and to begin to explore with you this area of ministry (Canon Chris works closely with Canon Alison Adams, the Canon Pastor and Sub-Dean and with other members of her pastoral team.)

He can be contacted on chrisandpaula@canonoxley.co.uk or on 01858 540439 or mobile: 01783 870669.

“I am truly honoured and blessed to serve the Lord in Leicester Cathedral. Chaplaincy is an opportunity “through love to serve one another”, as Paul tells us in Galatians 5:13”

**Riffat Zamurad
Cathedral Chaplain**



How to Apply

If you would like to volunteer at Leicester Cathedral please fill out the application form overleaf and send it to:

Rebecca Hale
Volunteer Manager
Leicester Cathedral
St Martin's House
7 Peacock Lane
Leicester
LE1 5PZ

You could also complete the online application form on the Leicester Cathedral website at www.leicestercathedral.org. You will need to access the Volunteer page under the **Support Us** heading, which can be located along the banner at the top of the main page.

If you have any questions about volunteering in the meantime you can direct them to Rebecca on 0116 261 5362 or by emailing her at Rebecca.hale@leccofe.org



Volunteer Application Form

Name and title		
Address		
Contact Number(s)		
Email Address		
Preferred volunteer role		
Availability		
Contact details for two references (must be someone you've known for more than 6 months, who is over 18 and not related to you)		
Emergency contact		
Previous experience and relevant skills		



“When someone thanks me, for helping to make their visit something special, it feels great! I really feel I make a difference.”

**Kevin Meadows
Cathedral Guide
and
Education
Volunteer**