



Southwell Minster

THE CATHEDRAL CHURCH OF
THE BLESSED VIRGIN MARY

Facilities Operative / Verger Information Pack



A working Cathedral

Apart from the normal round of the daily office and Eucharist, the Minster is in demand for some 50 or so special services and events of many kinds including ordinations, confirmations, Memorial Services, County and Civic services, school and college services, and presentation and degree ceremonies. Our outward focused ministry with the County and external organisations is essential and we work hard to ensure that all who are hosted in the Minster are welcomed and involved in the planning and delivery of the service. We regularly host art exhibitions and theatre productions, and a series of organ recitals and concerts.



Visitor/tourist experience

We are increasing the resourcing of staff and volunteers to welcome over 50,000 Visitor services (welcomers, stewards, honorary chaplains, guides, shop and the vergers team) play an important role in the life of the Minster. The welcome extended to each visitor is an expression of the Cathedral's purpose as a place of prayer and Christian worship. We rely heavily on volunteers. Following the completion of the Leaves Project we are aiming to attract 70,000+ visitors a year by 2025.

Southwell Minster Chapter
Facilities Operative / Verger
Job Description

LOCATION: **The Minster**

ACCOUNTABLE TO: **Head Verger**

CONTEXT

The verger team is responsible for ensuring that all worshippers and visitors to this iconic building are welcomed and engaged, and that services and other events run smoothly. The Verger team is made up of Head Verger, Deputy Head Verger, 1 full-time and 2 part-time vergers.

KEY RESPONSIBILITIES

1: Liturgy and Services

- a. Ensure the Cathedral is prepared for all services and related events (including weddings, funerals, civic events and special services).
- b. Lead processions at regular services and on ceremonial occasions for which robes will be provided
- c. Ensure all liturgical furniture, plate, ornaments and vestments are maintained in the highest order.
- d. To administer the chalice at services of Holy Communion (Eucharist) as required.
- e. Ensure proper operation of the sound system for which training will be given

2: Welcome and Hospitality

- a. Play a full part in the maintenance of good public relations and treat visitors in a friendly, tactful and helpful manner, being firm when necessary, without giving offence
- b. Work alongside stewards and other colleagues to consistently improve the experience of visitors to Southwell Cathedral
- c. Develop a knowledge of the history of the Minster and share in the ministry of welcome and help to ensure that visitors all have a satisfying experience

3: Health and Safety

- a. Be aware of all Health and Safety policies including major incident, fire safety, first aid and lone working policies. If not already the holder of a first aid certificate, be prepared to undertake the necessary training at the cathedral's expense.
- b. In the event of a major incident to assist the emergency services and other staff as required.

4: Security

- a. Ensure that the Minster and ancillary buildings are opened and closed each day as required
- b. Constantly pay attention to the security of the building and everyone in it, moving towards problems and taking responsibility to resolve them.
- c. To be part of the team that act as responsible key holders in the event of out of hours incidents such as fire, and intruder alarm activation.

5: General

- a. All staff and volunteers are expected to demonstrate a commitment to safeguarding the welfare of all children and vulnerable adults, who are involved with and/or visit the Cathedral. This will include adherence to policies and procedures, following good practice in relation to their own behaviour and conduct and undertaking any safeguarding duties and training commensurate with their role.

Person Specification:

Ability to act according to the Cathedral's core values

Knowledge and Experience

Essential:

- Understanding of Church of England liturgy and its principles, and empathy with all aspects of its ethos
- Ability to understand and carry out detailed liturgical and ceremonial duties
- Capable of contributing to the ordered conduct of the liturgy and the Cathedral's various events and activities through being part of the public face of the Cathedral when on duty
- Understand the essential principles of Safeguarding in the Church of England

Desirable

- Previous experience of working as a vergers in a Cathedral or large church environment
- Relevant, up to date Safeguarding training
- First Aid qualified

Skills

Essential

- Ability to work well under pressure
- Understanding of safeguarding issues and practices
- Excellent communication skills

Personal Attributes

- Understanding of, sympathy with and willingness to promote the aims and purposes of the Cathedral, its mission and ministry
- Willing to participate in serving at weekday services even if not a communicant member of the Church of England.

- Tact, diplomacy, courtesy, respect for others, and firmness in dealing with occasionally disruptive people
- Strong communication skills and ability to relate well to a variety of people, to staff, the congregation, volunteers and members of the general public
- Ability to work as a flexible and enthusiastic team member both within the Verger team and across the Cathedral, coupled with an ability to work independently and exercise individual initiative as required.
- Willing to learn new skills and undertake training
- Ability to lift and carry furniture, climb stairs, walk with dignity and stand unaided for significant periods of time. A good head for heights
- Ability to uphold and conform to the requirements of the Cathedral's Safeguarding policies

Supervision

You will meet regularly as agreed with the Head Verger

Salary

£21,840 per annum

Pension

Southwell Cathedral Chapter will pay 8.5% of salary into the pension scheme.

Hours

This full-time post is based on 35 hours per week, these hours are usually worked as 28 day-time shifts in a six week rota pattern which will include weekend working.

Annual Leave

Full-time annual leave entitlement is 25 days plus three discretionary days, applied flexibly to provide cover, and in addition all statutory public holidays (though these may need to be taken on other than the designated days as appropriate).

The Christian vision, ethos and principles of the Cathedral underpin all aspects of the way the Cathedral operates. The post-holder must be sympathetic to these Christian principles and values, and support the Cathedral vision and strategy.

Equality:

Southwell Minster is committed to creating a harmonious working environment, which is free from harassment and bullying and in which everyone is treated with respect and dignity. It is committed to ensuring that individuals do not feel apprehensive because of their religious belief (including theology or church tradition), political opinion, gender, marital status, sexual orientation, race, age, or disability, or through any inappropriate behaviour towards them.

Safeguarding Regulations:

The Church of England is committed to the safeguarding and protection of all young people and adults, and the care and nurture of children within our church communities. We will carefully select, train and support all those with any responsibility within the Church, in line with Safer Recruitment Principles.

This role requires an Enhanced DBS

Closing Date: 19th April 2024 at noon

Interviews:30th April 2024

For further information or an informal conversation please contact Andy McIntosh, Head Verger 01636 817290 or Canon Nigel Spraggins, Chief Officer 01636 817285