



Application Pack

Dean's Verger

May 2021



About Lincoln Cathedral

The Corporate Body of the Cathedral Church of the Blessed Virgin Mary of Lincoln (to give it its proper title) is first and foremost a church, the seat of the Bishop of Lincoln and a centre of worship and mission led by the Cathedral Chapter. A minimum of three services take place each day of the year. It is the principal ‘mother’ church of Lincolnshire and holds many of the county-wide services of celebration, commemoration, and memorial. Lincoln Cathedral is a place of pilgrimage, where people come to seek God, to learn more about faith, or to take time out of a busy day for quiet reflection. It is a place of welcome and hospitality where all any faith or no faith are encouraged to feel at home.

Whilst the daily rhythm of prayer and worship is the central reason for the cathedral, there is a real richness and variety in the way the Cathedral building is used. We welcome thousands of visitors from across the world, and provide floor, tower, and roof tours throughout the year. Many hundreds of children visit during our annual schools’ festivals; Church Schools Festival, Infant Schools Festival, Secondary Schools Festival, and we offer schools’ tours and trails throughout the academic year. Significant musical and dramatic events take place, whether it is a visit from the Hallé Orchestra; or the thought-provoking musical Jekyll & Hyde; Mystery Plays; or international pop musician Ian Anderson, of Jethro Tull fame, coming to perform.

Lincoln Cathedral is an exceptional building that was meant to inspire, and it does so. We rely on an exceptional body of employees and volunteers to ensure that the full range of its activities is known to the external world.

Role Summary

The role of Dean's Verger is a key member of Lincoln Cathedral's Vergers team with responsibility for supporting the Dean, Residentiary Canons, and other clergy with practical arrangements for services. The Dean's Verger is further responsible for managing the Cathedral 'floor' including the day to day running of the Cathedral with reference to services, visitors and events. The Dean's Verger will provide management to the Vergers team (staff and volunteers) and ensure that high standards of Health and Safety are maintained in the Cathedral.

Main Particulars of the Post

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| Salary: | Starting salary of £26,000 to 30,000 per annum, depending on skills and experience |
| Contract: | Permanent |
| Accommodation: | The post requires the post holder to live within 15 minutes of the cathedral. Accommodation may be available to rent, subject to negotiation. |
| Location: | Minster Yard, Lincoln |
| Accountable to: | Chapter Clerk and Precentor |
| Pension: | All eligible employees will be automatically enrolled in the Pension Builder 2014 section of the Church Workers Pension Scheme operated by the Church of England Pensions Board. |
| Working hours: | 39 per week |
| Holidays: | 33 days per annum inclusive of bank holidays |
| Management: | Line manage the Vergers Team (made up of paid staff and volunteers) and co-ordinate the work of the various volunteer groups that support the liturgical life of the cathedral |
| Other: | The post will be subject to two satisfactory references, and will require an enhanced DBS check. |

Key Responsibilities

This is a key role in the operation of the cathedral, and vital for the smooth running of its liturgical life, hospitality to visitors and facilitation of community events and concerts. It is understood that these responsibilities will be shared among the Vergers Team, who work together to enable the Dean's Verger to fulfil the full range of responsibilities outlined here.

Liturgy and Worship

- To be responsible for the procurement of all liturgical materials relating to services.
- To ensure that the Cathedral is prepared for all services and related events.
- To manage the set-up of services and ensuring that all liturgical furniture, plate, ornaments, linen and vestments are maintained to the highest standards. This includes making sure that requirements for seating and staging set up are communicated to the Facilities Team, and that they are assisted in setting up the building for worship and other events.
- To ensure that a member of the Vergers Team is present to facilitate all services within the cathedral.
- Provide logistical management of special services (including a written rubric) liaising with staff across the Cathedral. Such services would include, installations, Ordinations, confirmations.
- To be lead Verger at special services in the Cathedral and to manage the other Vergers as part of these occasions.
- To verge the Dean on ceremonial occasions, processions and services and ensure that dignitaries are provided with appropriate instruction, and appropriate protocol is maintained.
- Brief all stewards and volunteers with information prior to services.

Hospitality and Welcome

- Ensure a warm welcome to all visitors and volunteers, maintaining the highest standard and example for the Vergers team.
- To provide welcome and care for homeless members of the community
- Ensure the Cathedral looks well presented at all times with a level of cleanliness maintained.

Logistics for Events and Services

- Working with other Cathedral departments (especially the Events and Facilities Teams) to ensure that set up for large events is completed in a timely manner, making sure that requirements are clearly communicated to the Facilities Team and assisting them to implement re-seating and staging arrangements.
- Arranging seating plans for services and events including seating arrangements for all dignitaries.
- Ensure that adequate Verging staff are available for services and events.

Management of the Vergers Team

- To hold regular team meetings to ensure proper management of tasks.
- Ensure that accurate statistics for service numbers are recorded in accordance with the requirements of the annual return to the Church of England central offices.
- Compile the team rota to ensure adequate cover for the Cathedral at all times.
- To ensure annual leave and sick records are maintained as appropriate.

Care of the building and objects

- To work with the Facilities Team to ensure the daily care and cleanliness of the building, to ensure all objects relating to sacristy are maintained by the Verger team, to a high standard.

Health and Safety

- Be responsible for ensuring that the Cathedral is kept in safe order, taking any immediate steps necessary to ensure safety of staff, volunteers and public, reporting matters requiring attention to the Facilities Team.
- Be responsible keeping the Vergers team and volunteer stewards up to date with current legislation and practice.
- To liaise with the Facilities Team to ensure that all Health and Safety inspections take place in a timely manner, including participating in all fire inspections and action any recommendations.
- Be a primary first aider for the Cathedral and ensure the first aid equipment is maintained.

Security

- Be first responder to a critical incident at the Cathedral.
- Act as a key holder and emergency point of contact for the Cathedral.
- Oversee money-handling of collections, ensuring all money is handled correctly and passed to the Cashiers department.
- Following approval of work by the Facilities Team, liaise with contractors as appropriate to facilitate work to the building.
- Regularly review security procedures and ensure effective implementation that the Cathedral is secured out of hours.

Personal Specification

Essential

1. A committed collaborative team player who is able to work with a wide range of people both internal and external to the Cathedral.
2. Substantial experience in a verging role or similar environment, including having a sound working knowledge of Anglican liturgical worship
3. A communicant member of the Church of England or a church in communion with it
4. Experience of managing a large team, including providing motivation and mentoring, with the ability to inspire and lead positively
5. Experience and ability to manage a flexible rota system to balance toil and overtime, including the capacity to use an online HR system to assist in managing staff, including recording staff working hours, leave etc.
6. Exceptional people skills with an ability to build and maintain relationships with supporters, stakeholders and influencers.
7. Excellent verbal and written communication skills with the ability to communicate at all levels within the organisation and externally.
8. Excellent IT skills – evidence of competency in Microsoft Office, internet and email, with a willingness to learn new systems.
9. Highly diplomatic with experience of dealing with a wide range of people
10. Strong working knowledge of Health and Safety at work regulations and fire awareness with previous experience of evacuation/emergency planning including risk assessments
11. A good working knowledge and understanding of safeguarding principles and practices

Desirable

12. Experience of leading change in an organisation
13. Experience of undertaking staff appraisals and promoting continuing professional development.
14. A IOSH/NEBOSH qualification
15. First aid qualification

Interview and selection process

Please submit your application using the application form. A CV is not an acceptable substitute but may be attached as an additional document if you wish.

Closing date for applications: **Midday, Monday 21 June 2021**

Interview date: **Thursday 01 July 2021**

Applications by email to: recruitment@lincolncathedral.com

Further Information

There is a Genuine Occupational Requirement (GOR) that the Dean's Verger will be a communicant member of the Church of England or a church with communion in it.

Safeguarding

Every person has a value and dignity which comes directly from creation of male and female in God's own image and likeness. Christians see this as fulfilled by God's re-creation of us in Christ. Among other things this implies a duty to value all people as having the Holy Spirit within them and therefore to protect them from harm. We follow the policies adopted by the Church of England and Diocese of Lincoln.

We are committed to:

- The care, nurture of, and respectful pastoral ministry with, all children, young people and all adults;
- The safeguarding and protection of all children, young people and adults when they are vulnerable;
- The establishing of safe, caring communities which provide a loving environment where there is "informed vigilance" as to the dangers of abuse