



Application Pack

Canons' Verger

April 2025



About Lincoln Cathedral

Lincoln Cathedral has been a striking presence above the city for more than 950 years. It is, first and foremost, a working church and hosts a minimum of three services every day of the year, at least one of which is usually sung by our world-renowned choir. It is the seat of the Bishop of Lincoln and the mother church of the diocese, and each year it hosts many county-wide services of celebration, commemoration and memorial.

It 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, of any faith or no faith are encouraged to feel at home.

Lincoln Cathedral is also a world-class heritage visitor attraction, and hundreds of thousands of people visit annually to learn about the rich history of the building and the fascinating stories of the people that have brought it to life over the centuries. Our volunteer guides provide floor, roof, tower and other specialist tours throughout the year and the building plays host to a wide range of exhibitions, events and concerts.

The site also includes an award-winning visitor centre, featuring an exhibition gallery and discovery centre where visitors of all ages can delve deeper into the history of the Cathedral, a bright airy café, and the Cathedral shop. A purpose-built learning centre offers outstanding facilities for school visits and family activities, and a suite of community meeting rooms is available for organisations and individuals to hire.

Lincoln Cathedral is a centre of excellence for heritage skills and craft, with its own on-site works department comprised of stonemasons, glaziers, lead workers and joiners, all dedicated to the maintenance, restoration and repair of this internationally significant building.

An exceptional team of skilled staff and volunteers ensure that all who visit receive a warm welcome and an excellent experience, and work towards ensuring a sustainable future so that future generations can continue to enjoy the sacred space of Lincoln Cathedral.

Our Mission

The diocesan mission statement is to be faithful and confident. As we support the bishop in mission, we will build on this as we seek, joyfully to proclaim the love of God in worship, outreach, service and welcome to all, and to faithfully exercise our role as custodians of a sacred heritage building.

Our Purpose

- To advance the Christian religion in accordance with the faith and practice of the Church of England, by furthering the mission of the Church of England
- To care for and conserve the fabric and structure of the cathedral building
- To advance any other charitable purposes which are ancillary to the furtherance of this purpose

Our Values

Our values reflect the qualities we believe are essential to our life and work, and which will help guide us to achieve our objectives and demonstrate Christian faith and witness as we progress a culture of mutual flourishing, respect, and a shared endeavour, that is inspired and challenged by the Gospel.

As an organisation, and individuals with in it, we are:

- Inclusive
- Trustworthy
- Kind
- Collaborative
- Flexible
- Accountable
- Pro-active to change

Job Description

Job Title	Canons' Verger
Department	Liturgy
Reporting to	The Deans' Verger and Precentor (and the Succentor, acting in place of the Precentor)
Hours	39 hours per week - as per rota
Salary	£30,167.00 per annum
Contract	Permanent
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
Specific Requirements	Enhanced DBS Check/ Certified First Aider/Responsible person for the floor for services, concerts, events. Adherence to the Safeguarding Policy. This role will include moving furniture, manual handling which requires stamina, strength and dexterity Lone working is required
Job Purpose To assist in the preparation and delivery of services, to maintain the goods and ornaments of the Cathedral, to welcome worshippers and visitors, to support events and concerts, and to oversee, operate and train on the use of the Cathedral sound and lighting systems.	
Key Responsibilities:	
Liturgy, Worship:	
<ul style="list-style-type: none"> • Deputise in the Deans' Vergers Absence • Take an active role in the logistical planning and development meetings • To prepare for the liturgy (including preparing and moving furniture, clean linen and precious objects), carrying out the instructions of the Deans' Verger, or those of the Dean and Residentiary Canons • To verge processions and dignitaries before, during and after services • Lay out vestments, microphones and written materials for clergy and other officiants • Prepare and operate the Audio-Visual equipment for live streaming and recording of services • In the event of the absence of a member of the clergy, lead the congregation in worship. (Training provided) 	
Care of the building and objects:	
<ul style="list-style-type: none"> • Liaise with the Deans' Verger to make sure that all the needs of the sacristy, vestments, silver, fabric, furniture and other precious objects are met and managed • Organise the daily care, cleanliness, housekeeping, good order and safekeeping of the building, and of vestments, linen, silver/plate, candles, altar frontals, etc • To identify any defect or maintenance issues and report to the Dean's Verger 	

Security and floor management:

- To be a responsible key holder of the Cathedral; to open and close the Cathedral in accordance as required by the Deans' Verger
- Operate the Cathedral's audio-visual equipment as required.
- Comply with health and safety requirements, including emergency procedures.
- To ensure the safekeeping and transfer of all donations as per procedure.
- Responsible for the set-up and take down of furniture and equipment for services and events.

Pastoral and front-of-house:

- Respond appropriately to questions and enquiries from visitors
- Deal with issues which arise which affect the safety or security of the public.

General:

- Other duties as necessary and as can reasonably be required
- Be available to undertake out of hours cover for emergencies (rota system)

As team leader of the vergers

Be responsible for managing the Vergers Team in the day to day running of the Cathedral floor in addition to services and events as they occur.

Person Specification

ESSENTIAL CRITERIA

The primary purpose of the Cathedral is to be place of Christian worship. An understanding of the Church of England and the ability to work comfortably and in sympathy with the worship and mission of the cathedral, engaging in all aspects of the cathedral's life, are essential to this role.

- Experience in a verger role
- Strong interpersonal and customer skills
- Experience in line management
- Proficient in Microsoft office suite
- Excellent working knowledge of Health & Safety at work regulations and fire awareness, evacuation protocols including risk assessments
- Strong verbal and written communication skills
- Detail oriented to ensure all aspects of services, event and maintenance are well organised
- Team player
- The ability to always maintain a high level of professionalism

DESIRABLE CRITERIA

- IOSH/NEBOSH training
- Working with volunteers and coordinating small teams
- Practical skills in building maintenance, security and cleaning

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: Until filled

Interview date: Actively interviewing

Applications by email to: recruitment@lincolcathedral.com

- Lincoln Cathedral is committed to the safeguarding and welfare of all children, young people and adults who may be involved in and/or visit the Cathedral.
- Offers of employment are subject to providing proof of the right to work in the UK, satisfactory references, and, where appropriate, a Disclosure and Barring Service (DBS) check at enhanced level.

The Cathedral reserves the right to interview and appoint at any point during the recruitment process.

Health & Safety:

Under the Health and Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health & safety and that of any other person who may be affected by your acts or omissions. In addition, you must cooperate with the Organisation on health & safety and not interfere with, or misuse, anything provided for your health, safety, or welfare.

Safeguarding:

All staff and volunteers are expected to demonstrate a commitment to safeguarding the welfare of all children and adults who may be vulnerable, 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 commensurate with their specific role.

Inclusivity and Diversity:

Lincoln Cathedral is committed to building an inclusive and varied workplace, welcoming people from all backgrounds. All staff are expected to be compliant with all legislation, best practice and the values of the Cathedral.

Equality Statement

The Cathedral is committed to the principles of equality and diversity in employment and aims not to discriminate on grounds of gender, age, appearance, race, sexuality, class, ability, culture, nationality, political belief, trade union activity or religious belief.