



**DURHAM
CATHEDRAL**
THE SHRINE OF ST CUTHBERT

RELIEF VERGER

JOB DESCRIPTION

JOB TITLE:	Relief Verger
JOB No:	PR018 & PR019
ACCOUNTABLE TO:	Head Verger
RESPONSIBLE FOR:	This role has no supervisory or line management responsibility
RELEVANT TO THIS JOB:	This job role is subject to a Basic DBS Clearance.
LOCATION:	Durham Cathedral
KEY RELATIONSHIPS:	Head Verger, Verging Team, Precentor, Clergy, Organist, Sub-Organist, Visitor Experience Team, Volunteer Stewards, Works Department.
BACKGROUND:	The Verging Team comprises: Head Verger, Deputy Head Verger, Vergers, Relief Vergers, Volunteer Vergers, Bedesmen, and Cleaners.
JOB SUMMARY:	The duties of the Verging Team are governed by Statute XXX of the Cathedral Statutes and comprise liturgical, non-liturgical and general duties. These duties comprise liturgical, non-liturgical and general duties, which include arranging Divine Services; the cleaning and caretaking of the Cathedral; ensuring safety and security of the Cathedral; supporting events management and undertaking related administration. The jobholder will work collaboratively and in partnership with colleagues across all departments.

KEY DUTIES AND RESPONSIBILITIES:

All duties are conducted as part of a team working alongside each other under the direction of the Head Verger or, in his/her absence, the Deputy Head Verger or lead verger of the day.

All vergers must be fully aware of the requirements for each duty and event to be undertaken and should be able to take the initiative at any point in the carrying out of their duties.

Hours of work will vary and usually cover the hours between 7.00 until 24.00. Duties are allocated as agreed, by The Head Verger.

Verger

The Verger supports the Head Verger and Deputy Head Verger in the carrying out of their duties and may have to act in their place in their absence.

Worship

The verging team is responsible for the management of all worship at Durham Cathedral, which includes approximately 1,300 regular services and approximately 100 special services. They oversee the preparation, and conduct of each service and restore the church to normal after each event. There is both a ceremonial public side to the role and a stage management aspect.

Main duties include:

1. Preparation of vestments, liturgical plate and altars.
2. Tolling of service bells.
3. Operation of microphones and lighting.
4. Raising and lowering of flags.
5. Provision of liturgical books and orders of service.
6. Leading of processions and involvement in the worship.
7. Erection and dismantling of staging.
8. Management of exits and entrances.
9. Complete awareness of service instructions for each service.
10. Attendance at key liturgical events across the year as agreed with the Head Verger; for example, Christmas Day or the enthronement of a new Bishop.

Welcome

The verging team is a key part of the Cathedral's ministry of welcome and complements the Visitor Experience Team throughout the day both, during worship and at all other times. Durham Cathedral welcomes approximately 750,000 visitors each year.

Main duties include:

1. Liaison with the VEE Team and volunteer stewards.
2. Meeting and greeting worshippers.
3. Responding to visitors' needs.
4. Being alert to the needs of children and vulnerable adults according to the Cathedral's Safeguarding Policy.

Caretaking

The verging team is responsible for the good ordering of the church and contents and of the welfare of their colleagues.

Main duties include:

1. Supporting other members of the cathedral family.
2. Maintaining the security of the building.
3. Managing the books, plate, textiles and furnishings used in worship.
4. Cleaning.
5. Overseeing the transfer of all donations to the safe and finance team.
6. Providing first aid to visitors and colleagues and attending relevant training.

Event Management

The verging team is responsible, along with the events team, for the stage management of all non-liturgical events at the Cathedral. This includes concerts, workshops, lectures, meetings, and exhibitions.

Main duties include:

1. Erection and dismantling of staging.
2. Ordering of chairs and seating.
3. Layout of rooms.
4. Liaison with events staff and event organisers.
5. Staffing events.

Administration

Good administration is key to the work of the verging team and all vergers play their part in communications, liaison and reporting.

Main duties include:

1. Reading and responding to email and other forms of correspondence.
2. Attending meetings as required.
3. Reading and understanding service and event instructions.
4. Archiving and filing all relevant documentation.

The breadth and diversity of activity at a place like Durham Cathedral mean that flexibility and initiative are vital at all times and the duties of members of the verging team adapt to need as required and agreed.

The main duties and responsibilities of your post are outlined in your job description. This list is not exhaustive and is intended to reflect your main tasks and areas of work. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

COMMON DUTIES AND RESPONSIBILITIES:

Health and Safety

Under the Health and Safety at Work Act 1974, whilst at work the post holder must take reasonable care for his/her own health and safety and that of any other person who may be affected by his/her acts or omissions. In addition, the post holder must co-operate with the Cathedral on health and safety and not interfere with or mis-use anything provided for his/her health, safety and welfare.

Confidentiality

The post holder must comply with Durham Cathedral's policies and procedures regarding the sharing of confidential and personal data.

Safeguarding

This post is subject to a Basic DBS Check

Durham Cathedral is committed to safeguarding. If at any time the post-holder sees or hears anything that could suggest a safeguarding risk or has any other reason to be concerned, it should be reported immediately to the Cathedral Safeguarding Officer.

Equality, Diversity & Inclusivity

Durham Cathedral is committed to promoting a diverse, non-discriminatory and inclusive community that gives everyone an equal chance to learn, work and live free from discrimination, bias and prejudice. Our equality policy includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.



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This section outlines the requirements and qualities the post-holder needs in order to fulfil the post. These are divided into 'essential' and 'desirable' criteria. 'Essential' criteria are those that the post-holder absolutely must have in order to do the job; that is the job cannot be done without those qualities. 'Desirable' criteria are those qualities that would be either useful, an advantage or preferable to have in order to do the job or those which can be trained to do; that is the job can be done without those qualities. The table below also identifies how the criteria will be assessed.

Please ensure that you demonstrate, as a minimum, the 'A' criteria on your application form.

A: Application Form

I: Interview

A & I: Application Form & Interview

Ref:	Criteria	Essential / Desirable	A /I
	QUALIFICATIONS		
1.	GCSE Maths and English (or equivalent)	Essential	A
	First Aid Qualification	Desirable	A
	EXPERIENCE		
	Previous experience working in a church or cathedral	Desirable	A & I

	KNOWLEDGE		
2.	Knowledge of Health & Safety at Work including manual handling	Essential	A & I
	Understanding of liturgical principles	Desirable	A & I
	SKILLS / APTITUDES		
3.	Basic IT skills (including MS Word and Excel)	Essential	A
4.	Able to communicate effectively with a wide range of people	Essential	A & I
5.	Able to work independently and as part of a team including visitors and staff	Essential	A & I
	Subject to reasonable adjustments, to be able to fulfil physical requirements of the role.	Essential	I
	PERSONAL ATTRIBUTES & COMPETENCIES		
6.	Sympathy towards the worship in the Cathedral	Essential	A & I
7.	Can work independently and as part of a team	Essential	A & I
	Demonstrates mature and responsible attitude to work	Essential	I
	Trustworthy	Essential	I
	Polite and helpful	Essential	I
	Good communicator	Essential	I
	Demonstrates empathy for the work of the Cathedral	Essential	I
	Willingness to learn and develop	Essential	I
	Self motivation	Essential	I

	CIRCUMSTANCES		
8.	Must be willing to work shifts over all seven days of the week	Essential	A & I
	Must be willing to work flexibly	Essential	I