



Dean's Verger (Head Verger)

Recruitment Information Pack
February 2026



Job description

Job Title:	Dean's Verger (Head Verger)
Line Manager:	Canon Precentor (Liturgical Duties)
Key relationships:	Dean and Cathedral Clergy, Verging Team, Director of Music, Chief Operating Officer, Head of Property and Operations, Head of Events, Visitor Engagement and Volunteering
Hours:	35 hours per week Monday to Sunday
Housing:	An unfurnished family home, with front and back gardens and ample parking is included in the remuneration package. The house is deemed necessary for the performance of duties of this role so will not be a taxable benefit.
Salary:	£32,000
Holidays:	See contract

Job Summary:

The Dean's Verger (Head verger) leads the Verging team, line managed by the Canon Precentor.

The Dean's Verger oversees, and works collaboratively with the verging team to ensure that the Cathedral is a place of prayer and welcome to all worshipers and visitors. They have care and oversight for the Cathedral building as a place of worship and ensure the highest standards are met for all services and events.

They provide a warm welcome to worshippers, visiting clergy and visitors whilst maintaining the dignity of the Cathedral as a place of worship and liturgical excellence.

As part of the wider Verging Team, they also contribute to maintaining the safety, security, and cleanliness of the building, and to the efficient daily operation of the Cathedral and Chapter House.



Chelmsford Cathedral

Chelmsford Cathedral is set in an urban context in central Chelmsford. The Cathedral itself sits in a closed churchyard which provides a thoroughfare for pedestrians and restful green space in a square of period properties. It is also, however, sited close to the Magistrates and Crown Courts, Essex Police Headquarters and a building which accommodates asylum-seekers; very much reflecting its urban setting and the importance of its services to the communities using these facilities. The Cathedral building comprises of the Cathedral, associated preparation rooms, robing spaces, the Song School, as well as washroom and kitchen facilities.

The offices and conference centre were built in the 1980s and both sit within a short walk from the churchyard. We do not have a Cathedral close, thus clergy housing sits behind further green space which is owned by the Guy Harling's Estate Trust.

Chelmsford became a city in 2012 and was recently voted as one of best cities in the country for family living. It is an area with a rich history and is economically thriving. The city centre has seen a great deal of recent development, including the pedestrianisation of the high street, further shopping areas, as well as new and rejuvenated leisure facilities.

The Knightbridge Library, Chelmsford Cathedral



Chelmsford Cathedral



Introduction by the Dean

I am delighted that you have expressed an interest in the role of the Dean's Verger at Chelmsford Cathedral.

Chelmsford Cathedral, the Cathedral for the Diocese of Chelmsford, stands at the very centre of the county of Essex. As well as serving the whole of that richly diverse county, it also serves East London.

A parish church Cathedral (it acquired Cathedral status in 1914), the building is 15th Century; but its interior, vividly and creatively reordered in the later twentieth century, glows with an evocative clarity of rare colour and warmth.



It has been described as a “jewel box of contemporary art” - from the haunting and sombre external sculpture of St Peter by Thomas Huxley Jones to the green and gold of Mark Cazalet's Tree of Life mural; from the bright ordered geometry of Beryl Dean's patchwork at the East end of the Chancel to the stark glass etching of St Cedd in the chapel dedicated to him in the north-west corner.

At the heart of both city and county, the Cathedral is a hub for a rich variety of community activity. It is a space for refreshment, respite and prayer for hundreds of people every day passing through its grounds. It is a gathering place for schools, for civic events and services (such as the Justice Service and the Mayor's annual service), for diocesan occasions such as ordinations; and, of course, the great Feasts of Christmas and Easter, where the intimate space of one of England's smallest Cathedrals is crowded out. Our congregation is thriving and diverse, with a lively junior church, and our liturgical and musical life is flourishing, with a rapidly growing choir of young choristers (boys and girls) as well as adult singers.

The Cathedral is growing its appetite for curating, hosting and theming a variety of cultural and educational events such as concerts, lectures and exhibitions. It is scoping its potential for social action in a busy city where a variety of need presents itself almost daily. And underpinning all that the Cathedral does are the daily services of prayer, song and communion, praying for a city, county, diocese and world in need of peace and compassion.

The Very Revd Dr Jessica Martin,
Dean of Chelmsford Cathedral

Roles and responsibilities

Leadership

- To ensure that the Cathedral is a safe and welcoming space for all those who worship, visit and work within it.
- To lead the Verger team and also work collaboratively with them in all matters concerning liturgy and worship, ensuring the highest standards of liturgical excellence are maintained.
- To line manage, motivate, and inspire the Verger team, directing and coaching both staff and volunteers in relation to liturgical matters.
- To champion the liturgical development of the Verging team and provide regular training so that the team works effectively and efficiently.
- To deliver liturgical training to new members of the Verger's department and provide regular ongoing training for existing Vergers.
- To participate in the wider sharing of knowledge with colleagues as part of staff induction or training.
- To compile staff rotas with the Canons' Verger.
- To ensure that the Cathedral is adequately and appropriately staffed during opening hours to ensure that services and events are appropriately staffed alongside the Head of Events.
- Manage the Verging department's budget.
- Work effectively with contractors and volunteers.
- To attend the required weekly meetings and ensure subsequent cascading of relevant information to the Verging team.
- To contribute in a timely manner to the management of the Cathedral Diary.
- To oversee and take a lead with the on-call out-of-hours rota.



Roles and responsibilities



Liturgical and Ceremonial Duties, including Special Services

- To be the lead Verger on duty and precede the processions for key festivals and special services, carrying out all ceremonial and practical responsibilities.
- To ensure that the verging team work within the liturgical context to the high level expected.
- To support all members of the Cathedral clergy and other key personnel with all preparations needed to provide reverent and prayerful services for all who join the Cathedral's worship, both within the building and also streamed on-line.
- With the Canon Precentor, plan and supervise the necessary preparations for each service in the Cathedral (including seating plans, furniture arrangements, books and vessels), and ensure that appropriate arrangements are put in place for both routine and special services, also ensuring that the space is returned to its previous state.
- Play a key role in the logistical management of special services, liaising with other stakeholders, as appropriate, to ensure that every occasion is planned and delivered to an exceptional standard.
- Attend (or arrange for a deputy to do so) all planning meetings for services held in the Cathedral by both internal and external bodies.
- Attend rehearsals for services, as necessary, (or arrange for a deputy to do so), and take responsibility for briefing the rest of the team, including providing written notes as required.
- Participate in Cathedral services in accordance with the Cathedral's traditions under the direction of the Precentor; distributing rubric and service sheets to participants.
- Participate where required in the operation of all technical equipment used for the recording, production or the enhancement of audio or visual elements.
- Oversee the routine care of the service and hymnbooks, vessels, altars and vestments, and advising the Precentor when repairs or replacements are required.
- When required, assist clergy with briefing of all stewards and volunteers for these services, and be aware of the health and safety considerations stewards and volunteers are required to know.
- Ensure the accurate completion of service registers (including Marriage Documents, Banns, Baptism and Confirmation registers).
- Be a welcoming presence for all worshippers and visitors.

Roles and Responsibilities

Site, Safety and Security Duties

The Dean's Verger will contribute, with the wider Verging team to the care of the Cathedral and its precincts in relation to the safety, security, cleaning & maintenance including:

- Responsibility, when on duty, for the opening and unlocking or for the closing and locking-up of the Cathedral.
- Assist with when on duty maintaining security in the Cathedral, Chapter House and Cathedral Offices, making regular checks on the buildings and helping to maintain a visible staff presence across the site.
- Assist with ensuring that all valuables and monies are looked after according to the agreed instructions, including the regular emptying of collection boxes and votive candle offerings, handling collection money and its safe storage.
- Be responsible for the management and secure storage of Cathedral keys.
- Assist with the care and conservation of the Knightbridge Library and all items listed within the Cathedral Inventory.
- Ensure that all areas of the Cathedral accessible to staff, visitors, and contractors are maintained in a safe manner and that any hazards or defects are reported to the Head of Property and Operations.
- Ensure that fire safety equipment is well-maintained and sited and take responsibility for its appropriate use in an emergency.
- Act as a First Aider when required.
- Assist with responsibility for the evacuation of each building and liaise emergency contacts in accordance with the relevant procedures and policies.
- In liaison with the Head of Events and Visitor Engagement, contribute with the Verging team to managing low stage builds and seating requirements for events, ensuring health and safety requirements are met. This will include the moving of chairs, tables and other furniture.
- Attend at concerts, exhibitions or similar functions in the evening or at other times when on duty as duty Verger.

Role description



General Duties

- Assist with the general maintenance and running of the Cathedral, Chapter House and Cathedral offices.
- Assist with the cleaning, organisation, setting and care of the Cathedral, Chapter House and Cathedral Offices.
- Offer a welcoming presence to the Cathedral and assist visitors with their needs and questions.
- As part of the Verging team, take responsibility for the professional presentation of the Cathedral at all times. This includes general tidiness, cleaning and ensures that internal and external notice boards are up to date.
- Attend Verging team meetings and other required staff meetings, when on duty.
- Undertake training in any necessary areas, including basic food hygiene, manual handling, First Aid and COSHH.
- Undertake personal development and training.
- Ensure radios and card payment machines etc are charged at all times
- Perform all other such other duties as are reasonably required by the Canon Precentor or Head of Property and Operations.

Any Other Duties

This job description gives an overview of your responsibilities. You may be required to undertake other duties that it is reasonable to ask of you given your knowledge, skills, experience and level of training. You may be required, with notice, to work outside of your normal working hours for which overtime will be given.

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.

You will be required to understand and follow our policies and procedures including reporting concerns, undertake designated safeguarding training, diligently perform safeguarding duties specific to your role and follow good practice in relation to your own behaviour and conduct.

Chelmsford Cathedral is committed to the protection, safeguarding, care and nurture of all children and vulnerable adults within the church community. Our Safeguarding policy complements and is compliant with the Church of England's safeguarding policy statement for children, young people and adults, 'Promoting a Safer Church' (2017). We follow best practice for Safer Recruitment.

About Chelmsford



A life at the heart of the City

Chelmsford offers an outstanding quality of life, making it one of the most attractive places to live and work in the UK. Recently voted the best city in the country for family living (Sunday Times 2025), Chelmsford combines the charm of an historic city with the energy of a modern, economically thriving hub.

Residents benefit from a comprehensive selection of amenities, featuring an extensive array of restaurants, cafés and bars that create a vibrant food and drink scene. The area also offers high-quality shopping opportunities, including John Lewis, conveniently located near to the Cathedral. Additionally, there is a large variety of leisure facilities available, such as cinemas, theatres, gyms, and state-of-the-art leisure centres equipped with swimming pools and an ice rink.

Chelmsford is also perfectly positioned for balance and wellbeing. Surrounded by beautiful green spaces, parks, and countryside, it offers plenty of opportunities to relax and recharge. The Essex coastline is within easy reach, while London is less than an 30 mins away by train, making Chelmsford ideal for those who want space and greenery without sacrificing connectivity.



Additional details

Data Protection

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely, with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed, the data relating to unsuccessful applicants will be stored for a maximum of six months and then destroyed.

If you are the successful candidate, your application form and cover letter will be retained and form the basis of your personnel record. By submitting your application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate.

Equality, Diversity and Belonging

At Chelmsford Cathedral we believe in a Church that welcomes and serves, celebrates and affirms all people, and does not discriminate on the basis of age, disability, ethnicity, gender, gender identity or sexuality. We want our team to reflect the diversity of the communities we serve, offering equal opportunities to everyone.

The Cathedral recognises the benefits of a diverse workforce and is committed to providing a working environment that is free from discrimination. Chelmsford Cathedral will seek to promote the principles of equality and diversity in all its dealings and with all its staff and those who act on the Cathedral's behalf are required to adhere to this policy.



Application

Application Process

Please complete the Application Form, and submit it with a covering letter and your CV with reference to the above role description and person specification and return to samantha.hughes@chelmsfordcathedral.org.uk

The closing date for applications is 12pm on **19 March 2026**.

Interviews will be on the **24 March**. More information about the process will be provided to the shortlisted candidates nearer the time.

Should you require any reasonable adjustments to be made for you to attend the interview, please let us know.





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