



Verger

Recruitment Information Pack
October 2025



Job Description

Job Title: Verger

Line Manager: Acting Senior Verger/ Site, Safety and Security Manager.
Acting Senior Verger is line managed by the Precentor.

Hours: Full Time: **35** hours per week on shift rota over seven days.
Part Time applications may be considered

Salary: FTE £25,416.00 per annum

Annual Leave: The FTE holiday entitlement is 30 days per annum plus 8 public holidays.

Role Purpose

The verger team is at the heart of Cathedral life – making sure the main Cathedral building is presented in the best way at all times and that the Chapter House and other buildings are prepared for use to a high standard.

The broad range of services and events held at Chelmsford Cathedral require accurate planning, teamwork and communication. Stamina and energy are therefore essential, sometimes at unsociable hours; this is very much a ‘hands on’ role.

Vergers participate fully in the worshipping life of the Cathedral, they take responsibility for the day-to-day preparation of the Cathedral’s regular and special services, as well as playing an important part within them. This role is essential to the smooth running of the many different activities held at Chelmsford Cathedral. A Verger’s presence, demeanour and presentation style reflects the welcome and hospitality the Cathedral chapter wish to offer to everyone who visits, whether they come for worship, for an event, or to view the building.



About Chelmsford Cathedral



Introduction from the Dean

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’s a space for refreshment, respite and prayer for hundreds of people every day passing through its grounds. It’s 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. Its congregation is thriving and diverse, with a lively junior church, and its 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.

A handwritten signature in black ink, appearing to read 'Alfonsa'.

Role Description

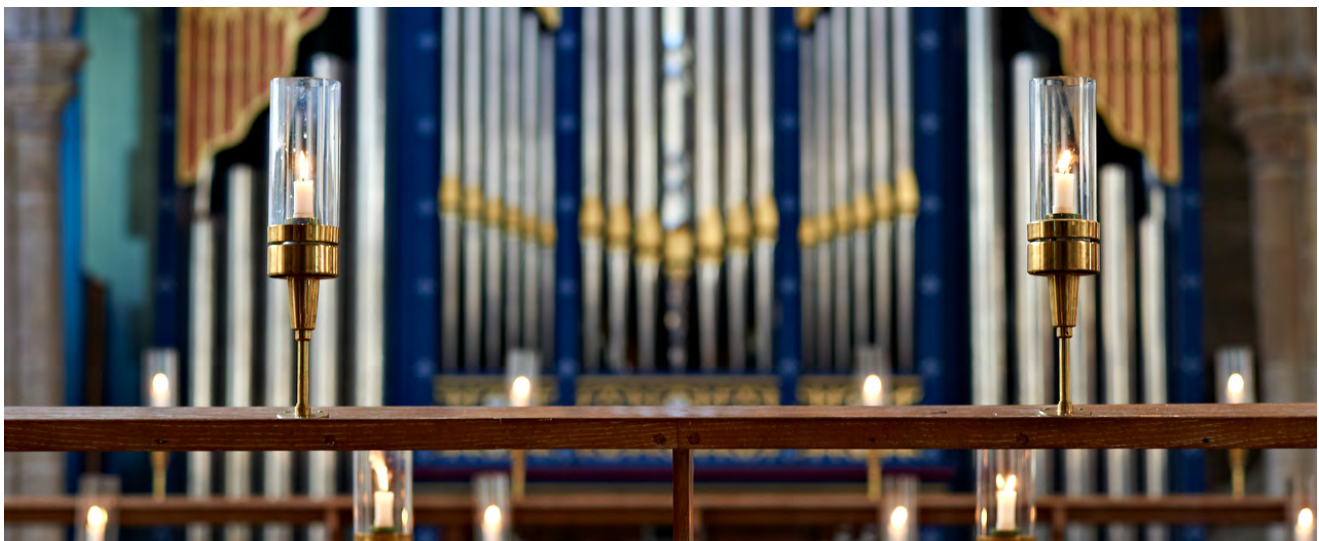
Main Duties and Responsibilities

Vergers are essential to the mission and ministry of the Cathedral and are often the first point of call for visitors and worshippers. The main purpose of the role is to ensure the daily operation and organisation of both the Cathedral and Chapter House. This includes preparing and participating in services, basic facilities management, such as the setting up of the Cathedral and meeting rooms, organising the provision of refreshments, operation of the sound and lighting systems, as well as cleaning of the buildings.

They offer a warm welcome to worshipers and visitors, and are on hand to manage the first response in a crisis. The Verger must be willing to work to a flexible rota, including evenings, weekends, and bank holidays, which may include Christmas and Easter as arranged by the Acting Senior Verger.

The Team

- Under the direction of the Acting Senior Verger and the Site, Safety and Security Manager, complete daily assigned duties and assist colleagues where required – ensuring cover of all activity across the 7 day week;
- Have a concern for the welfare and working arrangements of their colleagues in accordance with established Cathedral policies;
- Communicate positively with the team, encouraging a culture of good ideas and pride in achieving high standards of work;
- Under direction of the Head Verger, assist in the training and supervision of casual staff and volunteers to support large events and services.



Role Description

The Care and Operation of the Cathedral Building

- Under the direction of the Acting Senior Verger and Site, Safety and Security Manager be responsible for the maintenance of the Cathedral Church, the Chapter House and Cathedral offices including cleaning and minor repairs;
- Prepare the Cathedral and/or its precincts for concerts and any other events or activities, as directed. Setting-up instructions are to be followed per the planning arrangements. This is likely to involve movement and lifting/handling of heavy items of furniture and staging, in accordance with Health and Safety guidelines;
- Partake in routine cleaning and light maintenance of the Cathedral and its associated buildings in accordance with the cleaning and light maintenance plan formulated by the Acting Senior Verger. These duties will include, but will not be limited to, cleaning floors and toilets, some work at high level, from time to time, and assisting in moving furniture;
- Monitor, report and, where necessary, deal with specific items of building maintenance (including leaks, lighting, heating, equipment and fittings);
- Set up seating, staging and other equipment as required by services and events;
- Assist in setting up rooms within our Chapter House for use by internal and external users and clearing up afterwards;
- Maintain good order of the Cathedral to maximise storage and minimise clutter;
- Ensure the safe and regular removal of rubbish to the designated collection area outside;
- Under the direction of the Acting Senior Verger, undertake any cleaning duties to a high standard across the Cathedral building and its offices;
- Ensure the Cathedral is kept in pristine condition and fit for use including replenishment of items such as candles, wafers and wine etc.



Role Description

The Cathedral's Welcome

- To ensure that all visitors to the Cathedral are appropriately welcomed and that the facilities they require in the Cathedral are available to them;
- To assist and care for visitors while they are in the Cathedral, Chapter House and Cathedral offices;
- To support the work of the many volunteers who work for the Cathedral;
- To maintain the votive candle stands and prayer cards;
- To maintain a high standard of personal appearance at all times;
- To carry out all tasks with sensitivity, where possible, to help us maintain the Cathedral building as a place of prayer.

Services & Liturgical Duties

- In consultation with the Acting Senior Verger and the Canon Precentor, assist in all arrangements for the services celebrated in the Cathedral;
- Participate at Cathedral services as appropriate under the direction of the Acting Senior Verger, or Precentor;
- Assist in ensuring that all furniture, altar frontals and hangings are in place, as required;
- Assist, when necessary, with the laying out of the vessels, books etc. and provision of candles;
- Operate the audio visual, sound, streaming and lighting systems;
- Complete, and keep up to date, all service registers;
- Be a welcoming presence for worshippers and help the member of clergy conduct the service.



Person Specification

Security and Health and Safety

- Maintain a vigilant eye on the Cathedral in relation to safety and security, and provide an effective presence within the building;
- Under the direction of the Acting Senior Verger, ensure all equipment and storage areas are in good and safe working condition;
- Assist the Acting Senior Verger in ensuring that, so far as possible the conditions of work and all areas accessible to both staff and public are kept in safe order and ensure that the reporting of all hazards or potential hazards is undertaken immediately;
- Monitor fire precautions, including location and use of fire extinguishers;
- Have knowledge and take a lead on all emergency & evacuation procedures and be responsible for the fire alarm system when on duty;
- Maintain Chapter's procedures for safeguarding of both the Cathedral community and visitors, including children;
- Ensure that when necessary, all monies and stocks of consumables are properly accounted for as per approved procedures;
- Be the duty first aider while the Cathedral is open to the public, including during events and services;
- Ensure that all accidents or injuries are recorded in the accident book completing relevant accident report;
- Ensure the secure and safe storage of all monies.
- Opening and closing routine: open the Cathedral and ancillary buildings on days of early morning duty and prepare for services. Clear, secure and lock up the Cathedral buildings in the evening.



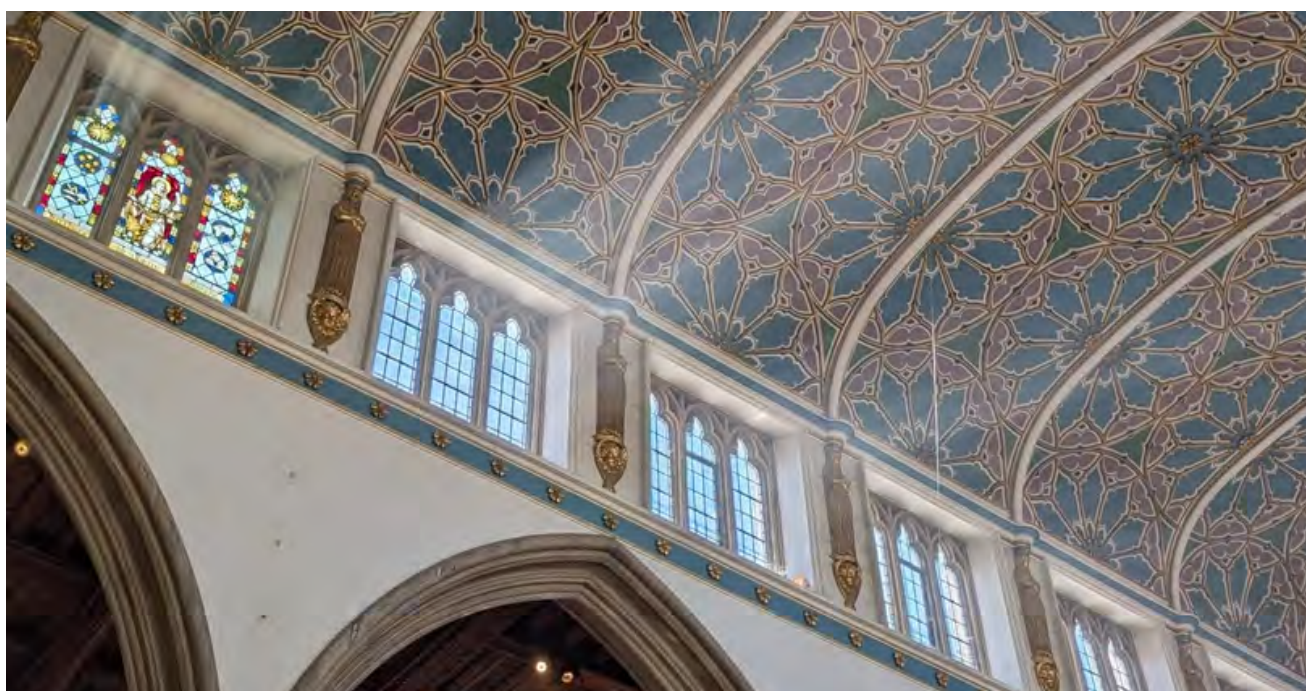
Person Specification

Essential

- An awareness of health and safety procedures;
- An ability to communicate with people of all ages and circumstances;
- An ability to work at height when required (training will be provided);
- An ability to work alone as well as within a team;
- A flexible approach to working including extra hours (for which overtime is provided);
- Be willing to be “hands-on” and proactive;
- Be IT competent with packages such as MS Office;
- Hold an empathy with the mission and values of the Cathedral;
- An ability to work under pressure, effectively managing own time and priorities;
- An ability to solve problems with a methodical, practical and positive approach.

Qualities

- Be in sympathy with the mission of the Cathedral and participate in its worship;
- Be willing to set examples, especially in the undertaking of physical tasks;
- Accept and take responsibility;
- Be self-motivated and proactive, being open and energetic in dealing with responsibilities;
- Maintain the highest standards of integrity and confidentiality;
- Have energy, stamina and a positive outlook, especially at a time of change and a willingness to work across the 7-day rota;
- Have high presentation standards in all aspects of their work.



PERSON SPECIFICATION

Personal Circumstances

- Must be able to work early mornings, evenings and weekends, as required
- As a consequence of the varied uses to which the Cathedral is put, it is necessary for all members of the Verger team to undertake physically demanding work (for which training will be given), including the moving of furniture, erecting of low level stages, and high- level work, which may require the use of ladders and other special equipment.

Personal Development

- Contribute to supervision and performance management arrangements with your Line Manager, such as 1-1 meetings and interim/full year appraisal (PDR) reviews.



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.

Safeguarding

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).

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.

Accessibility

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



Application

To request an initial discussion about the role with our Chief Operating Officer, Justine Horseman Sewell, please email admin@chelmsfordcathedral.org.uk.

Application Process

Please complete the Application Form, along with a covering letter with reference to the position, and return to admin@chelmsfordcathedral.org.uk

The closing date for applications is 12pm Friday 21 November, with interviews at the Cathedral on Friday 28 November.

More information about the process will be provided to the shortlisted candidates nearer the time.

The successful candidate will be offered the post conditionally until all Safer Recruitment checks are completed satisfactorily. This post is offered with a six-month probation period.





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Registered Charity Number 1207270

