

# St Edmundsbury Cathedral



A thousand years of God's love in Suffolk

## Verger

Application Pack



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## Welcome

Thank you for thinking of applying for the role of Verger at St Edmundsbury Cathedral. We hope, after reading this application pack, you will decide to send us your application. There follows below some more about us and about the role.

St Edmundsbury Cathedral is situated in the historic market town of Bury St Edmunds, and serves the diocese of St Edmundsbury and Ipswich. It is at the heart of community life, a natural gathering place for worship, reflection, refuge, celebration, mourning, pilgrimage, debate, questioning and storytelling.

Our story begins with the founding of the Abbey in 1020 by King Cnut. He named the Abbey after Saint Edmund, martyred in 869 by the Danes, and to this day Cathedral, Abbey and town carry that name. Over the succeeding centuries, several churches were built within the precincts of the Abbey. The nave of today's Cathedral is the successor of one of those churches, started in 1503. Our Grade 1 Cathedral was further altered from the 18<sup>th</sup> century onwards, the most recent additions being a new Gothic style tower, cloisters and chapels. A sculpture by Elisabeth Frink entitled *Crucifixion* stands by the Treasury steps. The medieval *Susanna Window* contains Flemish glass and the west window depicts *The Last Judgement* - a magnificent example of late nineteenth-century craftsmanship. A painting of *The Martyrdom of St Edmund* by Brian Whelan sits in the Lady Chapel. The Ancient Library, founded in 1595, has over 550 books mainly dating from the fifteenth and sixteenth centuries; providing a valuable resource for students and research.

The successful candidate will be joining the Cathedral community of this special place at a time of unique challenge and opportunity. You will also be arriving at a special time in the life of the town, county and Cathedral, preparing to mark in 2022 the 1000th anniversary of the foundation of the Abbey; this will provide many musical and artistic opportunities as well as strengthening and developing the Cathedral's links with community and business partners across the county.

All the usual requirements that you would expect for such a post are set out in the job description which follows. If you think you might be the person to join the team taking the Cathedral forward into the first stage of its next thousand years, celebrating the past while embracing the future, we would be delighted to receive your application.

The Very Reverend Joe Hawes  
Dean of St Edmundsbury

# Who we are

St Edmundsbury Cathedral is open for visitors and worshippers seven days a week, all year, providing a sacred space for reflection, prayer and sanctuary. Music forms a large part of activities, with several choirs and numerous musical events throughout the year. Our formal learning programmes are centred round our Learning Hub, in the heart of the Cathedral, where school children enjoy activities linked to the national curriculum, participate in reflective stories designed to encourage youngsters to behave more thoughtfully towards one another, and work with a team of local artists who help them respond to the world through creative art. Community groups such as the Mothers Union and Young Families regularly meet in the Cathedral. We have vibrant membership groups in the Friends of the Cathedral and the Friends of the Cathedral Music. More than 250 Volunteers tend the garden, welcome visitors and assist in our learning and community programmes. We offer 960 regular services a year and around 100 special services.

St Edmundsbury Cathedral Enterprises Limited oversees the Cathedral Gift Shop, our Tourist Information Point, Pilgrim's Kitchen (café/restaurant) and our external events facilities.

St Edmundsbury Cathedral is a lively and exciting place in which to work. The completion of major building works has seen the Cathedral grow in size and activity and the place has become busier. The extraordinary variety of people who are associated with the Cathedral and the remarkable diversity of the events which take place here mean that there is much to capture the imagination of the Cathedral's employees; much to be done, and much to enjoy.

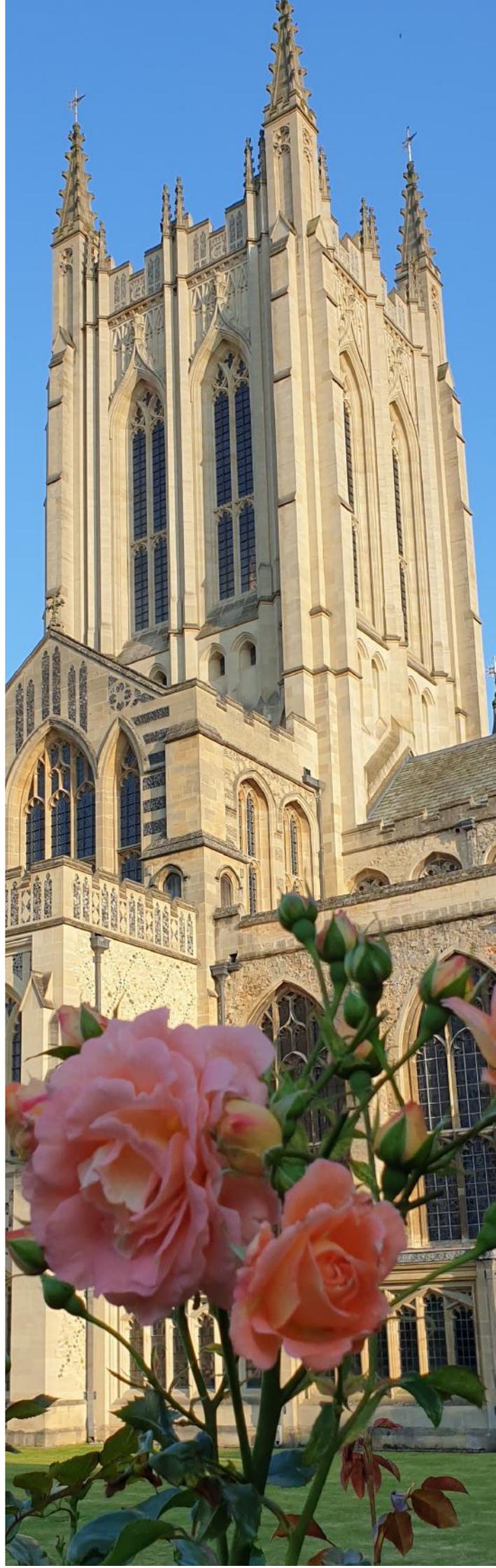
**Inclusive Church** ([www.inclusive-church.org](http://www.inclusive-church.org)) 

We are an Inclusive Church and warmly welcome applications from Black, Asian and Minority Ethnic (BAME) candidates who are currently under-represented on the staff team.

## 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.

The appointed candidate will need to have an enhanced DBS check (including barred list check) before commencing work. Safeguarding training will be given.





## Values

St Edmundsbury Cathedral is Suffolk's cathedral, situated in the heart of Bury St Edmunds, open and available to everyone. As a physical place it is the cathedra, the seat of the Bishop, a centre for worship and mission, and is a symbol of the aspirations of the wider diocese. As a spiritual place it is a focus for pilgrimage and pastoral care. As a place of heritage, located on the historic Abbey of St Edmund site, it is a window into key moments from the past thousand years. As a cultural place it is a venue for learning an exploration, for artistic and musical imagination and experimentation. As a convening place it gathers communities in debate, questioning and discussion. St Edmundsbury Cathedral is a sum of all these: a gathering place for the communities of our diocese and county, and for pilgrims and visitors from farther afield.

Our values inform how we do things and are values that can be lived. We hold our Benedictine principles close—principles such as love, care, hospitality, and community—and are presenting these values in a way that relates to and can easily be understood in the twenty-first century. They are about how we work with each other, how we talk about the Cathedral, how we reach out to the whole of Suffolk and beyond, and how we transform ourselves as we grow together. They are Faith, Welcome, Compassion and Confidence.

**Faith** in God, Father, Son and Holy Spirit and God's unconditional love for all people. This is our Christian conviction, and it is what defines and shapes us;

**Welcome** to friends and to strangers; to people of all faiths or none; to those with whom we agree and disagree—building a culture of openness and collaboration and generosity across the county;

**Compassion** working alongside people in need, expressing love, tolerance and respect through our actions;

**Confidence** to challenge wrongs; to be honest about who we are and what we stand for; to be daring in what we do, how we do it and who we do it with.

# Role description

## The Verging Department

Vergers play a key role in the daily practical function of the Cathedral as a place of worship and for the many other roles and activities which it serves. The vergers' work is diverse and interesting, and they hold much responsibility.

Vergers have custodial oversight of a substantial complex of buildings: The Cathedral, the Cathedral Centre, the Cloisters, Pilgrims' Kitchen, the Shop, the Edmund Gallery and other ancillary buildings. They prepare for services, events and activities; take an active part in worship; ensure cleanliness and high standards of presentation; are leaders in health and safety; and are a touchstone for a myriad of small practical details. Appreciation and acceptance of the wide-ranging and flexible nature of the vergers' work is important.

This wide-ranging work means that vergers interact with every Cathedral department. Vergers also play an important role in encouraging and engaging with the many volunteers who give vital service and support to the Cathedral. The vergers meet people from all walks of life on a daily basis, and they are often the first person an individual or group will encounter. All this makes the vergers key ambassadors for the Cathedral, especially in extending welcome, helpfulness, courtesy, diplomacy, patience, and kindness.

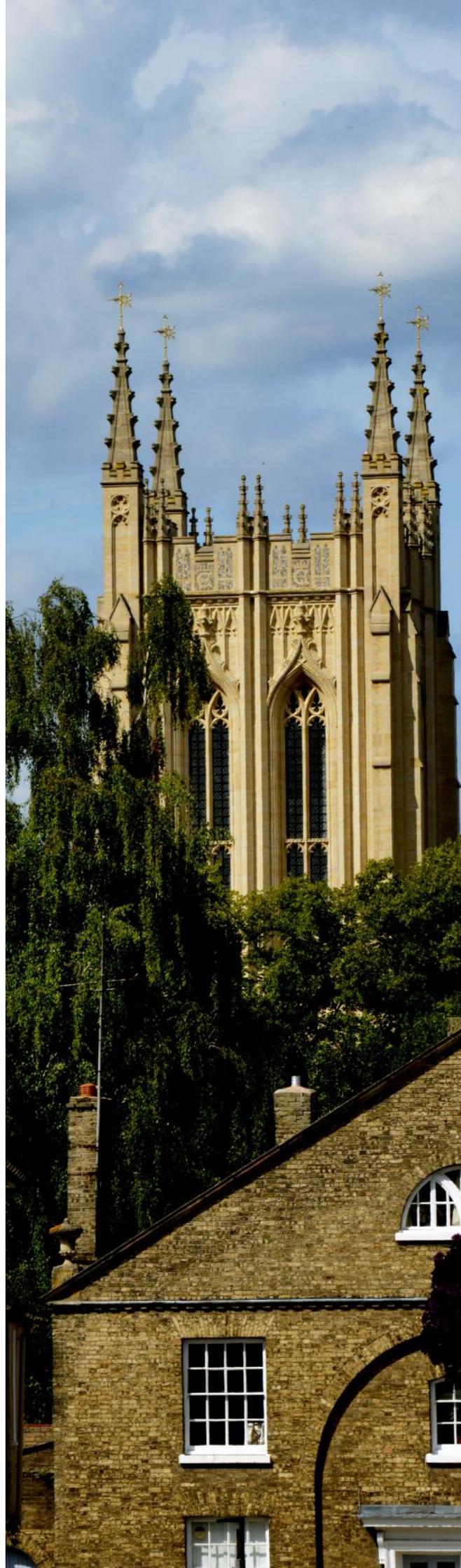
The Cathedral is open every day of the year from early morning (in readiness for the first service of the day) until early evening (after the final service of the day). In addition to this, evening events and activities often mean that these hours are extended. Whenever the Cathedral is open a verger is on duty and it is the responsibility of the duty verger to open and close the Cathedral and Cathedral Centre accordingly. The verging department comprises the Head Verger and Events Manager, 2 full-time vergers, 2 part-time vergers and 3 Honorary vergers.

## Key Responsibilities of the post

The care of the Cathedral and its buildings including ensuring all areas are in good order, clean and well maintained.

To share and undertake liturgical and sacristy duties for services when on duty including the ceremonial role of the Verger.

To help prepare the Cathedral for services, events and for daily activity and return to good order afterwards.





To monitor essential supplies for the Cathedral and all buildings including sacristy supplies, altar requisites, cleaning and hygiene supplies.

To play a key role in the security of the Cathedral and all buildings including being responsible for opening and closing the Cathedral, being a visible presence and practising vigilance when on duty, and emptying donation boxes.

To be welcoming to all visitors to the Cathedral while exercising compassion, understanding and discretion particularly when dealing with vulnerable people, and ensuring that visitors are respectful of other people and their surroundings.

To help mitigate health and safety risks by ensuring that all areas accessible to staff and public are kept in a safe condition and by reporting any hazards to the relevant person.

To be the first point of contact in an emergency situation. This will include attending situations requiring First Aid, acting as a Fire Marshal in the case of a fire, and implementing the evacuation procedure where needed. The Duty Verger is required to be contactable at all times via the paging system and Vergers' mobile phone.

To be available for services, concerts and other events to assist with the setup, removal and re-instatement of furniture and staging and to welcome and assist organisers as required. This may be outside normal working hours in accordance with the rota provision.

Perform such other duties as are reasonably requested by the Head Verger and Events Manager.

### **Person Specification**

There is a genuine occupational requirement (GOR) that the Verger will be a communicant member of the Church of England or a church in communion with it. Full training will be given, and the appointment of the right person is more important than previous verger experience.

#### **Essential qualities**

A desire to work within a Christian community and to be part of its worshipping life.

To be physically fit as this role requires you to be able to move and lift heavy items and to work at heights without fear.

To be flexible about working unsociable hours, including weekends and evenings and working overtime when needed.

To be a people person with a positive attitude to colleagues, congregation and visitors.

To be motivated and able to work both alone with minimum supervision and as part of a team.

To have attention to detail with the ability to memorise small details and routines.

Good verbal and written communication, IT and interpersonal skills.

An understanding of the culture of working with volunteers.

### **Desirable qualities**

Familiarity with worship in the Church of England.

Familiarity with, or an understanding of, the general work of a verger.

## **Terms and Conditions**

<b>Job Title</b>	Verger
<b>Hours of work</b>	15—21 hours per week
<b>Salary</b>	FTE £18,525 pro rata
<b>Annual Leave</b>	25 days plus bank holidays pro rata
<b>Contract</b>	Permanent

### **Probationary and notice period**

In accordance with current Chapter Policy, the post is subject to a 12 week probationary period. After completion of the probationary period the notice period is one month.

### **Pension**

After 12 weeks' service, the post-holder will be auto-enrolled into a pension scheme with the Church Workers Pension Fund.

### **Policies and Procedures**

To be familiar and comply with Cathedral Policies where applicable but in particular the Health & Safety Policy, the Safeguarding Policy and the Cathedral's Social Media Policy.

### **Other terms and conditions**

This is only a summary of the terms and conditions offered and does not replace the wording of the Standard Terms and Conditions which will form the contract between the successful candidate and the Chapter.

## **Application process**

**Please apply using the Cathedral's Application Form to:**

**Kate Hibbert, Human Resources and IT Officer**

Cathedral Office, Angel Hill, Bury St Edmunds, Suffolk, IP33 1LS

**Email:** [hr@stedscathedral.org](mailto:hr@stedscathedral.org)

**Tel:** 01284 748720

We are looking to fill this position as soon as possible. Successfully shortlisted candidates will be contacted about an interview date.

