

**INFORMATION FOR PROSPECTIVE CANDIDATES
CONCERNING THE POST OF
VERGER
IN
TEWKESBURY ABBEY**

General Information

Tewkesbury Abbey is first and foremost a parish church responsible to and for a growing parish in a vibrant town and renowned for its music and liturgy. It also seeks to combine this role with that of a Greater Church, attracting over 200,000 visitors each year, an important concert venue and conference centre with a building and heritage site of national significance.

Whoever is appointed will be able to play a prominent role on public occasions as well as making people feel at home and welcome, and demonstrate a willingness to work alongside their fellow workers in promoting the mission and ministry of The Abbey. It is expected that the person appointed will have sympathy with the ethos of the Church of England. Verging experience is desirable, but not essential as training can be given.

The Vergers' Department

The team consists of 1 full-time Head Verger and Sacristan, and 2 full-time Vergers plus Assistant Vergers who work when needed. Assistance is given to the department by a small team of volunteers, who help with cleaning, 'Abbey-minding', and concert organisation.

JOB TITLE: Verger

PURPOSE: To be part of a team of Vergers responsible for the smooth running, cleanliness and security of The Abbey, its grounds and associated buildings.

RESPONSIBLE TO: The Head Verger and Sacristan

CONTACTS: The Vicar, Clergy, Churchwardens, Executive Officer, Administration Officer, Treasury Department, Abbey Staff, Fabric Officer, Tewkesbury Abbey Limited Staff, Concert Stewards, Guides, Welcomers, Chaplains, Servers, Volunteers, Contractors, the Public and all others with whom you may come into contact with as a result of your work.

RESPONSIBILITIES:

The Verger's responsibilities will include the following, although they will be expected to undertake any other reasonable task which is mutually agreed with the Head Verger and Sacristan.

- To assist the Vicar in maintaining and developing the worship of the Abbey.
- To work alongside colleagues in promoting the mission and ministry of the Abbey.
- To have a care for our Benedictine tradition of hospitality by playing a prominent role in making people feel at home and welcome.
- To implement the requirements of the Vicar to ensure the good order of the Abbey as a place of Worship
- Maintaining good relations with all other members of paid staff and voluntary workers in the Abbey and the general public.
- Answer enquiries from visitors and worshippers
- In the absence of the Head Verger and Sacristan to liaise with Voluntary Cleaners and Assistant Vergers and assist with their training.
- Ensuring the maintenance of the highest standards of cleanliness and order of the Abbey building and its environs by taking a full part in the cleaning rota. Some voluntary cleaning assistance is provided in the Abbey, but there is inevitably a large cleaning and caretaking element in the work of all members of the team. This involves the need to work at high levels using ladders and equipment.

- Following instructions from the Head Verger and Sacristan in matters relating to worship and liturgy.
- Prepare candles, vessels, vestments, books, altar frontals and other service requirements.
- If requested to by the Head Verger and Sacristan attend rehearsals and brief colleagues of the requirements for special and pastoral services.
- Assisting in the preparation for, and cleaning up after, services and events, including moving any necessary furniture and assisting with the construction and dismantling of staging.
- Operating the Abbey sound and lighting systems.
- Operating the Abbey and Abbey Centre heating, fire detection and intruder alarm systems.
- Playing a full role in the verger's ceremonial duties, including the marshalling and leading of processions, and attending upon the clergy as necessary during the offering of worship.
- Deputising for the Head Verger and Sacristan at the weekly Diary meeting when required.
- Attending any other meetings as required
- If requested to by the Head Verger and Sacristan to order adequate supplies, care for sacred vessels and silverware, linen, vestments, robes and altar frontals.
- At the instruction of the Head Verger and Sacristan to complete the service and other registers as necessary.
- Undertake any necessary training e.g. First Aid, working at height
- To be available for call out on a rota basis in case of fire, flood, burglary or other emergency. Ideally the Verger will live within 10 minutes travel of the Abbey, by their usual method of transport at night.
- To assist with daily locking and unlocking of the Abbey, Abbey Lawn Gates, Abbey Centre and the general security.
- To assist with the emptying of collection boxes and safe custody of collections and other monies in the Abbey in accordance with Abbey policies.
- To follow the Abbey's Health and Safety policy and assist the Fabric Officer with maintenance and repair of the Abbey and its buildings and grounds.

Each verger holds a number of additional responsibilities, and it is anticipated that whoever is appointed will hold a specific responsibility for Events:

- In liaison with the Executive Officer and Head Verger and Sacristan to be responsible for the organisation of concerts and other events both commercial and parish-related.
- To ensure that the notices on the display boards in the porch and around the grounds are authorised, tidy and up to date and to do the same for literature displayed inside the Abbey.
- In organising events to follow the Event Management Plan including:
 - Keeping the event files up to date on the shared computer drive.
 - Continuing to liaise with the hirer.
 - Convening site meetings.
 - Communicate changes requested by hirers to the Thursday Diary Meeting via either the Head Verger and Sacristan or Executive Officer.
 - Communicate final event requirements to Duty Vergers no fewer than seven days before each event.
 - Organising concert stewards rotas.
 - Organising staging teams to dismantle the staging when necessary.
 - Booking St John Ambulance.
- To assist in the setting up of exhibitions.
- In consultation with the Head Verger and Sacristan to arrange the reorganisation of furniture etc. for major concerts and outside events.
- To ensure that all concert stewards are familiar with emergency procedures and to ensure proper induction and training as necessary.
- To assist with updating the Abbey Website and Social Media pages.
- To book and brief tour guides and liaise with those booking tours.

TERMS AND CONDITIONS:

- The Verger will be offered a contract of employment which conforms to all current legislation.
- The basic hours of work are 40 hours per week usually working 5 days out of 7. There is a 20 day holiday entitlement in addition to statutory holidays, for which days in lieu may be offered. Verger's hours have, by the nature of the work, to be flexible. When overtime is essential, it will be paid at an agreed rate.
- The salary paid will be £18,000-£20,000 (depending on experience) per annum. The salary will be reviewed annually.
- This appointment may be subject to a full enhanced DBS disclosure. Should the disclosure not be to the satisfaction of the Abbey any offer of employment may be withdrawn or employment terminated.
- There is a six-month probationary period for this post.

Person Specification

The Verger will be a person of energy, integrity and commitment who:

- Is a practising Christian, in sympathy with the ethos of the Church of England
- Is a good team player who can demonstrate an ability to work collaboratively with other members of staff with good interpersonal skills.
- Has good verbal and written communication skills.
- Has an ability to work under pressure and respond positively to high expectation of others.
- Is practical, and calm and efficient at problem solving.
- Can demonstrate tact and firmness in dealing with occasionally disruptive people whilst also being able to make people feel at home and welcome in the Abbey.
- Has a flexible attitude and is willing to take on a range of duties.
- Has the ability to work on their own initiative and implement decisions.
- Is able to maintain the highest standards of integrity and confidentiality.
- Has a high level of personal numeracy and literacy.
- Is a person with an attention to detail.
- Has a high level of computer literacy.

Applications

Applications should be made on the attached application form and should be sent with a hand written covering letter, to arrive no later than Friday 11th August 2017 to:

Julia Thompson
Head Verger and Sacristan
Tewkesbury Abbey
Church Street
Tewkesbury
Gloucestershire
GL20 5RZ

Applicants are asked to include the names and addresses of two referees.

Previous applicants need not apply.

Interviews will be held on Tuesday 22nd August 2017

July 2017