



## Job Description - National Chaplain

The National Chaplain of the Church of England Guild of Vergers should be a priest in Holy Orders in communion with the Church of England. They should be able to travel around the country for Guild events where necessary or by invitation. A good sense of liturgy is essential to cover the whole spectrum of the Church of England. They should preserve and uphold the spiritual and pastoral welfare of vergers and be supportive of the aims and objectives of the Guild.

### *General Duties*

1. The National Chaplain works closely with the Officers of the Guild: the Chairman, the General Secretary, the Treasurer and other members of the Standing Committee to ensure that the vision for the Guild and its smooth administration safeguards the work of the Guild and the welfare of all its members.
2. There are three national events held by the Guild where the National Chaplain should attend:
  - i. The Annual Training Conference and report on their activities.
  - ii. The Canterbury Province Festival.
  - iii. The York Province Festival.
3. The National Chaplain visits Branches on invitation and may conduct Quiet Days, Worship, Admissions Service as required. They also attend social functions so that they get to know members.
4. The National Chaplain advises on the selection and appointment of Branch Chaplains. They will normally admit them into post.
5. The National Chaplain normally contributes to the 'Virger Magazine' which appears quarterly.

### *Training*

The National Chaplain, together with the Training Officer and the Training Registrar oversees the Diploma Course ensuring that material is up to date and that high standards are maintained. They may act as examiner if this is appropriate and chair the Assessors, ensuring that a suitable level of work from the Students is accomplished.

6. With the Training Officer, the National Chaplain is responsible for the worship and theological input at the Annual Training Conference.

### *Welfare*

7. Assisted by the Welfare Officer, the National Chaplain will undertake pastoral duties as appropriate: such as attending funerals, writing to the bereaved and keeping in touch with the sick.