

FURTHER PARTICULARS

VERGER (Maternity cover)

Job Title:	Verger (Maternity Cover)
Department:	Chapel
Contract type:	Fixed-term 9 month contract commencing in September 2022; Full time (40 hours per week)
Responsible to:	Chaplain

Merton College

Merton College, the first fully self-governing College in the University of Oxford, was founded in 1264 by Walter de Merton, sometime Chancellor of England and later Bishop of Rochester.

The College Chapel dates back to the end of the thirteenth century and stands at the heart of the College as a witness to Christian worship over almost 750 years. Today the Chapel is home to a lively and diverse community which continues this faithful offering of worship with daily services during term time. Each year a number of occasional services (weddings, funerals, memorial services) take place in the Chapel, and it is also a popular venue for concerts, plays, recordings and broadcasts.

Music plays a very important part in the life of the Chapel. In 2008 the College established a Choral Foundation. The College Choir sings three services a week during term, and has a small number of commitments during the vacation. A Girls' Choir was set up in 2016, and currently sings one service a week. The College's Dobson Organ (2013) is regularly used for recitals as well as for services and teaching.

The Chaplain, the Revd Canon Dr Simon Jones, has general oversight of the Chapel and Choral Foundation, and acts as the Verger's line-manager. The other members of the Chapel team are the full-time Reed Rubin Organist and Director of Music, Chapel Administrator and Associate Chaplain. There is also a large group

of volunteer student chapel officers who work with the Verger to prepare for, and welcome people to, services and other events in the Chapel.

Services during Term

Sunday

9.00am	Eucharist / Morning Prayer
5.45pm	Choral Evensong / Choral Eucharist

Weekdays

8.15am	Morning Prayer (Monday to Friday)
12.30pm	Eucharist (Tuesday)
6.15pm	Choral Evensong (Tuesday, Wednesday and Thursday)
6.30pm	Evening Prayer (Monday)

Girl Chorister Schedule

Monday

4pm	Theory Club
4.30pm	Tea
4.45pm	Probationer & Chorister Rehearsal
6.00pm	Departure

Wednesday

4.30pm	Tea
4.45pm	Chorister Rehearsal
6.15pm	Evensong
7.00pm	Departure

On Thursday lunchtimes during Michaelmas and Trinity Terms, the Verger acts as front-of-house for the weekly organ recital.

There are up to ten weddings in the Chapel every year (for which the Verger receives a fee), and occasional memorial services and funerals.

Main purpose of the role

To facilitate the proper day-to-day running of the College Chapel as a place of worship, venue for non-liturgical events, and visitor attraction. The post holder will need to be able to work flexible hours in order to oversee the use of the Chapel by outside and College groups for events such as concerts and recordings. Under the direction of the Fellow Librarian, the Verger will also be responsible for cleaning the historic furnishings and contents of the College's old library, which has been in operation since 1378.

Specific duties and responsibilities

- 1 To welcome visitors to the Chapel and act as a point of contact for general enquiries.
- 2 To oversee the use of the Chapel by outside and College groups, attending evening and weekend events as necessary. The Verger is responsible for the safety and security of the building and its users (including, in consultation with the Duty Porter, reporting of accidents and other incidents, administration of first-aid, and calling in medical assistance).

- 3 To carry out a range of Sacristy duties: to be responsible for maintaining and changing candles on the stalls (a significant number of services are candle-lit), order sacristy supplies, arrange the cleaning and repair of altar linen, robes and vestments, prepare for services, oversee the routine care and storage of Prayer Books, hymnals, and other liturgical books, and undertake ceremonial roles, as agreed with the Chaplain.
- 4 To co-ordinate the allocation of choir and servers' robes, and to arrange for their cleaning and repair, as necessary.
- 5 To arrange the rota for the student Chapel Officers and to co-ordinate their work in preparing for services and welcoming worshippers.
- 6 To arrange chairs and furnishings, and provide general assistance for special events (e.g., organise reserved seating).
- 7 To prepare for, and attend, occasional services, including Weddings and Memorial Services.
- 8 To provide safe handling of monies from collections, and to pay them into the College Bursary.
- 9 To work with the Chapel Administrator to produce posters advertising services and events, and to use various social media platforms to advertise them; to have responsibility for the Chapel notice-boards, and for keeping the literature provided for members of College and visitors stocked and up-to-date.
- 10 To liaise with the Head Gardener to provide flowers for the Chapel, when appropriate.
- 11 To liaise with the College Maintenance Department to arrange minor repairs.
- 12 To support the Chapel Administrator in basic administrative tasks (e.g. photocopying and large mailings).
- 13 To assist the Director of Music with the organisation of the Choir library, as required.
- 14 To assist with the running of the College's Girls' Choir, including ensuring best practice in safeguarding, providing pastoral support to the choristers, accompanying them on visits and tours, and arranging the rota of student helpers.
- 15 To draft risk assessments for Chapel services, events and activities, when required.
- 16 To provide training and support to those who operate the livestreaming equipment and sound system, and to organise the rota of livestreamers.
- 17 To have responsibility for the stock and sale of College Choir and Organ recordings, including through the online shop.
- 18 To liaise with the Chapel cleaner to ensure that the Chapel, Ante-Chapel, Sacristy, Choir Library and Choir Room are cleaned to a high standard, and to undertake cleaning duties as required, including the altar candlesticks, eucharistic vessels, pricket stands, and a small number of other liturgical items.
- 19 Under the direction of the Fellow Librarian, to clean the interior and furnishings of the old library, Beerbohm Room, and special collections storage areas, including the exterior of exhibition cases; to dust fragile surfaces, and maintain a rotating schedule of dusting the early printed books; to undertake preservation and collection management tasks (including moving books short distances). Training will be provided.

General duties and responsibilities

- 1 To be in sympathy with the ethos of the College and Chapel, and to have a sense of the value of well-ordered worship and its contribution to the Chapel's ministry and mission.
- 2 To be a welcoming presence in the Chapel.
- 3 To support and work closely with the Chaplain, Librarian, Associate Chaplain, Organist and Director of Music, Chapel Administrator, and student Chapel Officers.
- 4 To attend and participate in relevant training courses, including safeguarding and first aid training.
- 5 To attend a weekly Chapel team meeting, Domestic Bursar's meeting (alternating with the Chapel Administrator), and other meetings as arranged by the Chaplain.
- 6 To develop a thorough knowledge of, and adhere to, the College's Health and Safety Policy.
- 7 To undertake any other reasonable tasks, relevant to the post.

Person Specification

The College is looking for someone who is:

- 1 Literate and numerate, with the ability to communicate confidently and appropriately with a range of people.
- 2 Highly meticulous in all aspects of working practice.
- 3 Personally reliable and responsible.
- 4 Able to handle delicate items carefully.
- 5 Administratively competent, with good IT skills (Microsoft Word, Publisher and Outlook – email and calendar – are essential).
- 6 Sensitive to the varied needs of the Chapel as a place of worship, venue for non-liturgical events, and visitor attraction.
- 7 Friendly and approachable.
- 8 Physically fit, with the ability to lift reasonable weight and climb stairs.
- 9 Able to work flexible hours.
- 10 Able to work independently and as part of a team, and to see tasks through to a conclusion without supervision.
- 11 Sufficiently flexible to respond positively and appropriately to new opportunities and challenges, and to work under pressure.
- 12 Willing to acquire a basic knowledge of Anglican liturgy, and of the history of the College, Chapel, and Choir.
- 13 Enthusiastic about contributing to the life of the College.
- 14 Has satisfactory Disclosure and Barring Service (DBS) enhanced disclosure.

Salary and Benefits

The salary for this full-time and fixed term appointment is £25,000 per annum. The normal weekly hours will be 40, over five or six days during the three eight-week terms, and over five days during the three vacations. The post will also include working at evening, weekend and bank holidays with a more flexible working pattern during the vacations. It is envisaged that a flexible working pattern will not require overtime and the Verger is not be required to be on call.

In addition to the normal English bank and public holidays, full time staff will be entitled to 30 working days' holiday per year. Holiday may not be taken during term and some holiday must be taken during the College closure.

The post holder is eligible for membership of the University of Oxford Staff Pension Scheme (OSPS), which is a contributory scheme, and free medical insurance and car parking. Meals in College are provided free of charge when on duty. Robes will be provided for ceremonial duties, and appropriate workwear for cleaning.

Application Procedure

Those wishing to apply for this post should complete the online application form at <http://www.merton.ox.ac.uk/about-merton/vacancies> and upload the following as a single pdf document by **9.00am Monday, 27th June 2022**:

- a covering letter outlining their motivation for applying and how their skills and experience equip them to undertake it
- a curriculum vitae
- the names of two referees, who will be contacted by the College when candidates are called for interview.

Applicants are also encouraged to upload an Equal Opportunities Recruitment Monitoring form (https://www.merton.ox.ac.uk/sites/default/files/2022-05/Equal_Opportunities_Form.pdf), which should be separate to the application. The information collected on the equal opportunities recruitment monitoring form does **not** form part of the selection process and will not be circulated to the selection panel. It will be used solely to monitor the effectiveness of the College's equality policy which is published at <http://www.merton.ox.ac.uk/aboutmerton/collegepolicies.shtml>.

This appointment is subject to statutory evidence of your right to work in the United Kingdom.

This position may be discussed further with Dr Simon Jones, Chaplain (simon.jones@merton.ox.ac.uk).

The closing date for applications is 9.00am on Monday, 27th June 2022.

This appointment will be determined only by personal merit and the application of criteria related to the duties of the post. No applicant will be treated less favourably than another because of sex, marital status or civil partnership, pregnancy or maternity, racial group, disability, age, religion and beliefs, gender reassignment or sexual orientation.

Merton College is an equal opportunities employer.