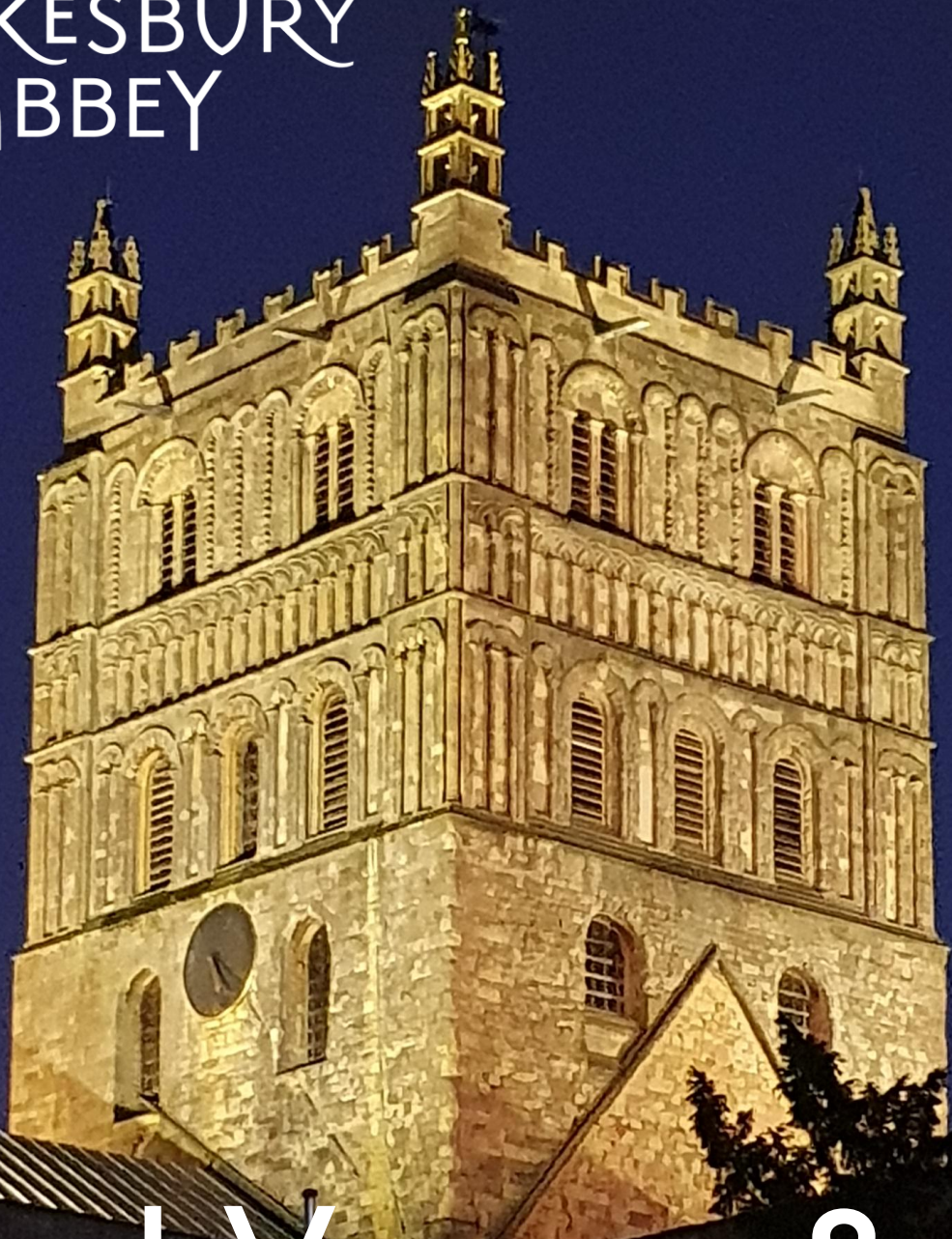




TEWKESBURY
ABBAY



Head Verger &
Sacristan
Recruitment Pack 2026

W

elcome, and thank you for your interest in the role of Head Verger & Sacristan at Tewkesbury Abbey.

Tewkesbury Abbey is one of the great sacred spaces of England: a place of daily worship, rich heritage, and mission at the heart of our town. For over nine centuries, this Abbey has stood as a beacon of faith, hospitality, and service, drawing together local worshippers, pilgrims, and visitors from across the world. Today, we remain committed to being both a living parish church and an open, shared space for the flourishing of our wider community.

At the core of our life is a deep commitment to the Anglo-Catholic inheritance of the Church of England. We believe that worship should offer a transcendent horizon to our lives, providing those who enter with glimpses of divine glory. Our rich choral and liturgical traditions- sustained by exceptional music and dignified ceremonial- are not mere performances, but a threshold where heaven and earth meet.

The Head Verger plays a vital and sacred part in this calling. This is a ministry rooted in service, care, and leadership. We are seeking someone who understands that the meticulous attention to detail required in our worship- from the care of vestments and vessels to the choreography of the liturgy- is itself an act of devotion.

You will ensure that the Abbey's liturgical life is offered reverently, seamlessly, and confidently, providing a steady, prayerful presence that supports our clergy and choirs. Alongside this sacred focus, the Head Verger must navigate the varied and busy life of a major heritage church. Our Abbey hosts daily services, major festivals, civic occasions, concerts, and community events; you will help hold all of this together with grace, attentiveness, and calm authority.

We recognize that the Head Verger is often the face of the Abbey. Whether welcoming a regular worshipper, guiding a pilgrim, or assisting a first-time tourist, the warmth and professionalism of your welcome speaks powerfully of the God we serve. The successful candidate will therefore be someone who combines superb organisational skill with a sense of humour and a genuine love for people. In return, we offer the opportunity to serve in an inspiring setting, to work alongside a committed team, and to play a key role in shaping the daily witness of Tewkesbury Abbey.

Above all, this is a role of vocation as well as responsibility. If you are someone who has a deep appreciation for the beauty of holiness, and who takes pride in serving God and God's people through careful preparation, leadership, and hospitality, we would be delighted to hear from you.

Wishing you peace and every blessing



Father Nick Davies
Vicar of Tewkesbury



Tewkesbury Abbey

Tewkesbury Abbey is one of England's finest examples of Norman architecture and a landmark of national and regional importance. Founded in 1087, the Abbey has stood at the heart of Tewkesbury for nearly a thousand years, serving as a place of worship, heritage, and community life. Renowned for its soaring Romanesque nave, Medieval stories, and rich musical tradition, the Abbey welcomes hundreds of thousands of visitors and worshippers each year.

Alongside its historic significance, Tewkesbury Abbey operates as a dynamic and forward-looking organisation. Today, the Abbey functions not only as an active parish church, but also as a major visitor attraction, cultural venue, and centre for community engagement. Modern operations include the delivery of daily worship, choral music, concerts and events, heritage conservation, education programmes, and visitor services such as tours. The Abbey is supported by a small professional team and dedicated volunteers who work together to balance the care of an internationally significant building with the needs of a vibrant modern operation.

Working For Us

Working at Tewkesbury Abbey offers the opportunity to contribute to a unique organisation where history and tradition sit alongside professionalism, innovation, and public engagement, all within a collaborative, welcoming and fun environment. Not all roles require a practising faith, but all employees are invited to work in a culture shaped by integrity, collaboration and service.

The Abbey places high priority on health, safety and wellbeing, offering mental health support, stress management and occupational health referrals. Employees benefit from a strong commitment to work/life balance, including a maximum working week, flexible working options from day one, and the ability to request arrangements such as part-time hours, job-sharing or home working where roles allow. Generous leave provisions include annual leave, time off in lieu, family-friendly policies, carers' leave and compassionate and parental bereavement leave, ensuring staff are supported during all stages of life.

Application Process

To apply for this position please send a completed Application Form via email to mark.taylor@tewkesburyabbey.org.uk no later than the deadline of midday on Wednesday 10 June 2026. Interviews for the position are expected to take place week commencing 15 June 2026. Applications can also be posted, please send a completed Application Form to: Recruitment Team, Tewkesbury Abbey, Church Street, Tewkesbury, Gloucestershire GL20 5RZ. Any applications that arrive after the deadline via email or post will not be considered.

If you would like an informal discussion regarding the role, please contact Mark Taylor, Head of Operations at the above email address, or by telephone on 01684 856141. Due to the large volume of applications we are unable to provide feedback to non-shortlisted applicants.

Applications will be judged only against the criteria which are set out in the job description and person specification, and applicants should ensure that their applications explain how they meet each of the selection criteria for the post using examples of their skills and experience. This may include experience gained in employment, education, or during career breaks.

Tewkesbury Abbey is committed to fairness, consistency and transparency in selection decisions. Members of the selection panel will be aware of the principles of equality of opportunity, fair selection and the risks of bias. Applications are particularly welcome from candidates with global majority backgrounds, who are under-represented in Abbey staff.

Job Description: Head Verger & Sacristan

Job Title	Head Verger & Sacristan
Employer	Tewkesbury Abbey
Line Manager	Mark Taylor, Head of Operations
Days and Hours	40 hours per week to include regular weekends and some evenings
Place of Work	On-site at Tewkesbury Abbey, Church Street, Tewkesbury, GL20 5RZ
Salary	£30,146 per annum
On-Call	Requirement to be a part of the out of hours on-call rota for emergencies
Date of Issue	May 2026

Overall purpose of Job

To manage the Verger Team to ensure the smooth running of the Abbey and to contribute towards the successful delivery of the strategic plan through the effective delivery of verging support to Abbey services and events.

Working closely with the clergy and wider church team, the role provides practical leadership to the Verger Team, oversees day-to-day logistics, and ensures that worship, hospitality, and safeguarding arrangements are carried out with care, dignity, and professionalism, supporting the church's mission and welcoming all who visit.

Key Responsibilities

- To lead and manage the Verger Team.
- To be a key leader in the overall smooth running of worship and events in the Abbey, in its preparation, delivery and follow up.
- Working on a shift basis in order to provide a high quality of service to clergy, congregation and visitors.
- Ensure full compliance across health & safety and regulatory requirements, maintaining accurate records and implementing robust policies (e.g. safeguarding, GDPR).
- To support the Vicar and ministry team by carrying out ceremonial duties during Abbey services.
- To support the Abbey's ethos of being welcoming to all visitors.
- To support the Abbey's business needs and to participate in the Abbey's strategy to increasing revenue, through events, visitor donations and fundraising.
- To be a hands-on member of the team working in partnership with colleagues, volunteers and members of the congregation for the flourishing of the Abbey as a spiritual, cultural and heritage resource to the town, region, nation and church.

Responsibilities and accountabilities	Nature and Scope of Role
To lead and manage the abbey verger staff	<ul style="list-style-type: none"> • To be directive but also collaborative in the exercise of verger duties within the team • To attend operational meetings • To complete Verger 1 to 1 meetings staff appraisals annually and to review during the year • To assist in the recruitment and appointment of Vergers and to plan, provide and support liturgical training and supervision for them

	<ul style="list-style-type: none"> • To work with the Head of Operations to ensure that the Abbey is fully operational for activities and events • To prepare the Verger staff rota and submit payroll for verging staff
To lead an effective and motivated Verging Team	<ul style="list-style-type: none"> • To manage the Vergers providing annual objectives, conducting reviews, regular supervision meetings, monitoring performance and agreeing leave in accordance with our staff handbook • Managing the Vergers rota and agreeing hours for Abbey assistants to ensure appropriate levels of cost-effective cover • To train up extra Verger staff and volunteers to provide extra capacity and cover for busy liturgical periods
To proactively liaise, and work collaboratively with Abbey staff, volunteers, and others to ensure the smooth running of Abbey worship and events	<p>The Head Verger will be responsible for the team which will be required to undertake caretaking duties including:</p> <ul style="list-style-type: none"> • Locking and unlocking the building • Being the nominated person responsible for the safety and security of the building and users (including reporting of accidents and other incidents and calling in medical assistance if necessary) • Acting as First Responder under the Abbey's Emergency Plan, including managing evacuation from the building in conjunction with the Stewards and liaising with emergency services • Carrying the Duty radio and telephone (which must be on and charged at all times) • Operating lighting and sound for services and events • To operate the Live Streaming system
Site security and Health and Safety	<ul style="list-style-type: none"> • Ensure the Verger Team are familiar with the Health and Safety Policy and Martyn's Law and to adhere to it at all times • To be able to operate all technical systems in the abbey relating to fire and security • To write Risk Assessments as required • To undertake First Aid and Working at Height training
To manage the budget for the Verger Team	<ul style="list-style-type: none"> • Agreeing the budget with the Head of Operations • Authorising and monitoring expenditure within budget
To act on a shift basis as Duty Verger of the Abbey	<p>To work closely with verger colleagues in leading the work of ensuring duties are assessed and allocated:</p> <ul style="list-style-type: none"> • Provide advice and assist with rota changes when specific liturgical and other ceremonies require this • Ensuring that activities within the remit of the vergers during the shift are delivered as per the Abbey diary in a professional way • Undertaking and supervising the preparation for future services as directed by the Vicar and other members of the ministry team • Ensuring proper handover and feedback takes place • To be responsible for the security of cash collected at services
To act as On-Call Verger out-of-hours in accordance with the published rota	<ul style="list-style-type: none"> • Responding to emergencies in the Abbey, grounds or Abbey properties. • To carry the Duty Officer radio and emergency telephone (which must be on and charged at all times) • To be on-call for at least two nights per week.
Perform Sacristan Duties	<ul style="list-style-type: none"> • Sacristy duties before, during and after services. • Moving and setting up of ceremonial and liturgical furniture and equipment.

	<ul style="list-style-type: none"> • To attend and contribute to Liturgy & Music Sub-Committee meetings • To be responsible for, including delegation of restocking and cleaning of candle stands. • To prepare vestments for Services as required. • To change Altar frontals as required. • To keep ornaments clean. • To ensure that hymn books, prayer books and orders of service are distributed as required. • To be responsible for the supply of Sacristy needs (wafers, wine, candles, registers etc). • To maintain the service registers and baptism, funeral, burial, and confirmation registers. • To maintain register and plans of interments
Welcome and Pastoral Support	<ul style="list-style-type: none"> • Consistently upholding the Abbey's welcoming values and maintaining a courteous and friendly approach towards colleagues and visitors. • To provide a warm welcome to all Abbey visitors and maintain high levels of customer service • To exercise compassion and understanding with vulnerable people who visit the abbey, without encouraging a dependency culture or being away from place of duty and thereby compromising security • Working in conjunction with the Clergy to be the first point of contact for visitors in need of pastoral support or who are in distress. • Provide information for those in need, signposting to services and support resources available to them

Generic Responsibilities	
1	The role requires the post-holder to work at weekends, bank holidays and evenings. Time off in lieu will be given or overtime may be paid as agreed with Line Manager.
2	To ensure that all health and safety instructions are followed and that care is taken to ensure safety for self and colleagues, reporting concerns immediately.
3	To undertake when requested other duties as may reasonably be expected.

Safeguarding

Tewkesbury Abbey is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment, to work within the policy and procedures of the relevant safeguarding policy and are required to attend all relevant safeguarding training. Appointment will be made under CofE safer recruitment framework. Further details can be found here: www.tewkesburyabbey.org.uk/safeguarding

Data Privacy

Please note that any personal data submitted to Tewkesbury Abbey as part of the job application process will be used only for the purposes of determining suitability for the post and processed in accordance with the General Data Protection Regulations (GDPR) and related UK data protection legislation. For further information, please see the Tewkesbury Abbey Privacy Notice available [here](#).

Person Specification: Head Verger & Sacristan

It is a 'genuine occupational requirement' under the Equality Act 2012 that the post holder is a practicing communicant in the Anglican church.

Attributes	Job Requirements (Essential or Desirable)
Experience	<p>Essential:</p> <ul style="list-style-type: none"> • Practical experience in a major church, cathedral or similar context. • Experience of line managing staff and leading teams. • Working knowledge of, and interest in, worship and liturgy in the Anglican Church, especially the Eucharist, the Offices of Matins and Evensong, and the Calendar & Lectionary. <p>Desirable:</p> <ul style="list-style-type: none"> • 2/3+ years' experience as Verger in parish church, larger parish church or cathedral.
Skills	<p>Essential:</p> <ul style="list-style-type: none"> • Knowledge of the security and maintenance needs of a public building. • Excellent communication skills, sometimes in challenging environments. • The capacity to plan, implement and monitor an agreed budget. • Aptitude for dealing with some technical systems in the abbey. • IT literate, including email and Good working knowledge of Microsoft Office. <p>Desirable:</p> <ul style="list-style-type: none"> • CEGV qualification. • Understanding of safeguarding for vulnerable adults. • Current first aid & working at height training certificates.
Personal Attributes	<p>Essential:</p> <ul style="list-style-type: none"> • An appreciation of choral music and Catholic liturgical practise within the life of the Church of England • Resilient, with an ability to remain calm during emergencies or when handling "on-call" situations. • High level of discretion and confidentiality, and an ability to act with dignity when on ceremonial duty. • Sensitive to the needs of the Abbey as a place of worship and a visitor attraction. • Excellent interpersonal skills, able to build trust and rapport swiftly with a wide range of stakeholders, and a sense of humour. • A flexible, can-do attitude to problem solving. • Friendly and approachable, with a desire to contribute to the life and ministry of the Abbey. • An advocate for change within an organisation, and willingness to try new ideas and implement change.
Physical/Other	<p>Essential:</p> <ul style="list-style-type: none"> • Able to reach all areas of the Abbey and associated buildings without assistance, including using steps and ladders, carry heavy loads and do such physical work as is required. This regularly includes stage construction and moving chairs. <p>Desirable:</p> <ul style="list-style-type: none"> • Full UK Driving Licence and access to a vehicle.