



# Selby Abbey

THE HEART *of the* COMMUNITY

## **Job role description – Verger**

Selby Abbey is currently looking for a Verger to join the team 22.5 hours (3 days equivalent) per week.

A church verger is a lay officer who assists clergy with the logistical, ceremonial and practical management of worship services and church buildings. They often lead processions wearing a gown and carrying a staff (virge). They prepare the altar, and ensure services run smoothly. They bridge the gap between worship preparation and building maintenance – the typical day-to-day activity consists primarily of responsibility of the building.

## **Purpose of job:**

- To provide a friendly welcome, information and assistance to visitors at the Church.
- To take personal pride in ensuring that the Abbey is an attractive, welcoming and safe place to be and will be preserved for future generations.
- To ensure that the Abbey is maintained and cleaned to high standards.
- To assist in the implementation of security regulations, health and safety practices, records and equipment within the Abbey.
- To assist with the planning and execution of arrangements for services and events.

## **Responsible for:**

- Acting as Verger at services and civic occasions.

This includes ceremonial duties such as leading processions, worship preparation, support and co-ordination in liaising with Abbey clergy with regard to service needs.

- Being responsible for opening and closing the Abbey for its typical opening pattern, 10am – 4pm.
- Undertaking a regular weekly cleaning schedule of all areas of the Abbey, internally and externally (including the Churchyard).
- Ensuring a sufficient supply of cleaning materials and being responsible for the storage of them, in accordance with Health and Safety regulations.
- Performing and logging operational checks of Health and Safety systems, managing cleaning cycles and maintenance of kitchen equipment and other elements of the running of the Abbey.
- Assistance to maintain the security of the Abbey, grounds and its other property.

- Responsible for cash handling, including the daily running of the coffee shop, emptying the donations boxes and handling of collection money.
- Physical work of daily winding of the Abbey clock mechanism.
- Physical work of moving chairs and other furniture for service and other event needs at the Abbey.
- Physical work of set up and derigging of staging for events that take place within the Abbey.
- Setting up and operating live-streaming and music for services and events.
- Working in confined spaces and at heights.
- Provision of basic First Aid as and when required (training provided).
- Provision of being the on-duty fire marshal during normal operational hours at the Abbey.
- Liaising between volunteers and clergy/churchwardens.
- Working alongside the Operations Manager to arrange scheduling of contractors.
- Liaising with contractors working in/around the Abbey.
- Completing any other related duties as requested by the clergy, churchwardens or operations staff, as appropriate.

**Personal qualities:**

- To work collaboratively in a team of clergy, lay staff and volunteers, and independently under pressure.
- Ability to carry out demanding tasks of a physical nature (e.g. setting out of chairs), to an agreed timescale, whilst at the same time maintaining a courteous manner with other staff, visitors and other users of the building.
- Good communication and interpersonal skills.
- Demonstrate personal integrity, reliability, discretion and responsibility.
- Comfortable working in a Christian environment.
- A sense of the value of well-ordered worship and its contribution to the Abbey's wider ministry and mission.
- The ability to be given a task and see it through to its conclusion, including carrying out routine tasks to a consistently high standard.
- The flexibility to respond positively and appropriately to new opportunities and challenges
- A sense of humour!

**Essential criteria:**

- Experience as a verger or the enthusiasm to learn and develop the skills needed to fulfil this role.
- Prepared to work a rolling shift pattern, including weekends and bank holidays.
- The capacity to value and support the volunteers who work in the Abbey and provide a welcoming face to all visitors to the building.
- Willingness to work alongside the Christian ethos of a Church community and place of worship.
- Working knowledge of Microsoft programmes and email system to understand event instructions.

**Desirable criteria:**

- Preference may be given to candidates with a range of practical DIY skills.

## TERMS AND CONDITIONS

The post holder is an employee of Selby Abbey Parochial Church Council and is accountable to the Operations Manager for line management and task allocation (or the Vicar in the OM's absence).

The post is part-time, average three days (22.5 hours) equivalent per week, on an alternating 4-week shift pattern with the other verger who works four days (30 hours) per week.

**The regular working days are Monday and Tuesday and include weekends (two per 4 week period) and bank holidays. Please see the 'pattern' document for the outline.**

There will be the opportunity for overtime (at the same hourly rate) on evenings when the occasion arises, and daytime to provide cover for the other verger's annual leave or sickness absence.

Working hours are 09.00-16:30 Monday to Saturday; 08.30-16.00 Sunday

The wage is £13.45 per hour.

Annual leave entitlement is 17 days.

The first three months of employment will be a probationary period during which the employment may be terminated by either party on giving the other notice of one week. Thereafter notice is one month on either side. Following the initial three-month review, there will be an annual appraisal of the post holder's performance and duties.

Selby Abbey adheres to the Church of England Policies which include The House of Bishops Safeguarding Policy and Practice Guidance. In line with this, all applicants are required to complete a Confidential Declaration Form in addition to the Application Form. The successful candidate will also be required to provide an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and to complete any Safeguarding Training requirements (provided by the Diocese of York) once in role. The Vicar or Safeguarding Representative will be able to provide details of the process in this respect.

The successful candidate will not be able to start work until satisfactory references have been received and the DBS process completed.