



HEAD VERGER JOB PACK



Head Verger Job Pack August 2024

Dear Applicant,

Thank you for your interest in applying for the post of Head Verger at Coventry Cathedral.

The Cathedral Church of St Michael stands as one of the most iconic symbols of reconciliation, resilience, and renewal in the United Kingdom. The site is unique in comprising both the ruins of the medieval cathedral, destroyed during the Blitz in 1940, and the striking modern cathedral, consecrated in 1962 and designed by Sir Basil Spence. Together, they form a powerful testimony to our commitment to peace and reconciliation that lies at the heart of the Cathedral's mission.

As a place of worship, it serves a vibrant and diverse community. Daily services, civic occasions, diocesan events, and major national gatherings are held here, alongside a rich programme of music, arts, education, and community engagement. The Cathedral is also a world-renowned centre for reconciliation, fostering dialogue and partnerships across faiths, cultures, and nations.

Working here as Head Verger means being at the heart of this dynamic life of worship and welcome. You will lead and support a small, dedicated team of vergers, collaborating closely with colleagues across departments to ensure the smooth running of services, events, and daily operations. Central to the role is the responsibility of making the Cathedral a place of warmth and hospitality – for staff, volunteers, visitors, pilgrims, the diocese, and the simply curious – so that all who enter encounter a space that is both prayerful and open to discovery.

With its blend of historic significance and contemporary life, Coventry Cathedral continues to be a place where heritage, spirituality, and service meet. Those who work here are part of a dedicated team committed to upholding the Cathedral's values of welcome, worship, and witness.

Our Values

Hospitality – of both people and ideas

Faith and Spirituality – being open to the challenge and resources of God

Reconciliation – embracing and welcoming difference and diversity

Art and Creativity – expressing the life of God amongst us in ways beyond words

Risk Taking – confidently stepping out of the familiar in the service of God

Excellence – always reaching beyond our present practice and experience

Community – respecting and caring for one another

I hope you find this information useful in preparing your application.



The Reverend Canon Nitano Muller
Canon for Worship and Welcome

Guidance on completing your application

This pack is intended to help you complete the application form. Please read it carefully before the completion of your application form. If you have any difficulties or questions or would like an informal chat about the role, then please contact Canon Nitano Muller at Nitano.Muller@Coventry.Anglican.org

The application form is your opportunity to provide all the information we need to help us understand how you meet the requirements of the job, and plays an important part in the selection process allowing us to short-list candidates for interview, and helping as a basis for the interview itself. To ensure fairness to all applicants, short listing decisions are based solely on the information you supply on your application form. Even if we already know you as current or previous employee, it is important that you complete the form in full.

All vacancies are accompanied by a job description and a person specification setting out the main duties and responsibilities of the post in the job description, and the knowledge, skills and abilities we are looking for in the person specification.

Please read this information carefully as you will not be short-listed for interview unless you meet the essential criteria described in the Person Specification.

Depending on the number of applications, it may not be possible to shortlist for interview all candidates who meet the Essential Criteria. *However, we guarantee to interview all disabled applicants who meet the Essential Criteria.*

If you wish to apply by e-mail, you will need to download the form onto your computer, complete it and return it via email to the Executive Assistant at:

Meshail.Daud@Coventry.Anglican.org or by post to
Recruitment, Coventry Cathedral, St Michael's House, 11 Priory Row,
Coventry, CV1 5EX.

Closing date for applications: Friday, 3 October.

Interviews: Thursday, 16 October.

We are unable to accept CVs so please do not attach your CV, references, or copies of educational certificates to your form. If there is insufficient room on the form in a particular section, you can simply attach an extra page and mark it clearly with your name and the job title, indicating the number of the relevant question.

The 'Relevant skills & experience' section of the form is where you make your case for the job and is your opportunity to tell us specifically why you wish to apply and what makes you a suitable applicant. You should include anything you feel would be useful in support of your application telling us as much as possible about yourself in relation to all the items listed in the job description.

Please remember that those involved in the selection process cannot make assumptions about you. - **tell us everything relevant to your application and complete all the sections on the form.**

Data Protection

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record. By signing and submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate.

Equal Opportunities

Information provided by you on the Equal Opportunities Monitoring Form will be used to monitor our equal opportunities policy and practices. This part of the form will be detached from the main body of the application form and will not form any part of the selection process.

Work Permits

Under the Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK. Short-listed applicants will be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to any offer of employment being made.

DBS Checks

In line with our safeguarding policy, some employees and volunteers working in specific roles at the Cathedral will be subject to satisfactory clearance being obtained from the Disclosure and Barring Service. The check will be undertaken as part of the appointment process with the successful candidates.

In the event of an offer of employment being made, we will take up references and reserve the right to validate all information entered on the application form.

We expect all our staff and employees to be in sympathy with our Christian values and help us to achieve the vision that we have set ourselves to work towards.

Job Description

Job Title:	Head Verger
Hours:	35 hours per week
Salary:	£23.350 per annum, plus accommodation
Reporting to:	The Canon for worship and Welcome
Direct reports:	The Vergers, Honorary Vergers
Work base:	The Cathedral and its offices
Date of Issue:	September 2025

Aim

To enable the smooth running of Coventry Cathedral, chiefly as a place of prayer and worship, but also as a popular tourist destination and venue for a wide variety of concerts and other events.

Job Purpose

The Head Verger is broadly responsible for:

1. Leading the team of employed and honorary vergers;
2. Preparing for and facilitating Cathedral worship.
3. Liaising with Heads of Property, Education, Music, Visitor Engagement and Arts and Events to manage the shared space of the nave.
4. Representing and service the Cathedral, presenting a warm welcome to visitors, worshippers and assisting visiting clergy and VIP's.
5. Ensuring the security of the Cathedral building.

Responsibilities

Leader of Verger

1. Appointing, managing, supervising and training of vergers, both paid and voluntary.
2. Planning rotas and allocating verger duties.
3. Representing the verger team at the weekly diary meeting, at liturgy staff meetings, Extended Ops. Health & Safety meetings and on other occasion when required
4. Convening and leading weekly meeting of staff verger team.
5. Reporting to the Canon for Worship and Welcome.

Worship and Ceremonial

1. Supervising the storage and care of vestments, vessels, books, altar linen etc.
2. Supervising the preparation of furnishing, seating, service books, vestments, altar linen etc for services and clear afterwards.
3. Wearing a cassock and gown in accordance with accepted practice.
4. Ensuring that a verger is available to lead processions and verge service participants as required.
5. Ensuring that a register of all services and ensure that other records (Baptism, Confirmation etc.) are properly kept.
Liaising with the Head Steward to ensure stewards are informed about logistics, VIPs and other

- matters relating to worship and special services.
6. Ordering and stock control of candles and other liturgical requirements.
 7. Supporting the Canon for Worship and Welcome with arranging meetings with those responsible for special services, advising them on seating configurations, the arrangements for reception and seating of VIPs, and other logistical requirements.

The Cathedral Buildings

1. Securing the buildings, working with appropriate staff to lock and unlock each day.
2. Ensuring the security, care and cleaning of furniture, vessels, ornaments, books and other objects used for worship.
3. Working with the Director of Property to ensure that the fire, burglar alarm and CCTV systems are in good working order.
4. Responding to emergency call outs – in conjunction with Kopek our security call out company.
5. Supporting the Welcome Team in maintaining good order within the Cathedral at all times.
6. Supervising the collection of monies from the alms and donation boxes.
7. Ensuring that the Cathedral lighting and sound systems are effective, maintained and for necessary operational instruction to staff.
8. Working with the Events Manager to implement the practical arrangements agreed for events, providing on day support when required.
9. Undertaking additional duties in connection with special services and other events in the Cathedral as required.
10. Act as first point of contact for Police and Council Community Safety Officers in relation to the security of the buildings and campus.

Ministry of Welcome

1. Along with other staff and volunteers, welcoming, assisting and caring for visitors while they are in the Cathedral.
2. Maintaining the votive candle stands and prayer request slips.
3. Liaising with the Head Steward to ensure stewards are informed about logistics, VIP's and other matters relating to worship and special services.

Health and Safety

1. Assuming a leadership role with regards to Health and Safety, in support of the Chief Operating Officer.
2. Keeping full reports as necessary for the Cathedral's accident book, ensuring that all incidents are recorded.
3. Being the designated health & safety representative at special services, taking control of emergency procedures in the event of fire.
4. Ensuring that Stewards and Cathedral Churchwardens are briefed and trained about emergency procedures.

Other

1. Performing such other duties as from time-to-time occasion determines under the direction of the Canon for Worship and Welcome.

Accountability and Supervision received

The post holder will be accountable to the Canon Precentor who will line-manage, providing supervision, by means of regular meetings (weekly).

The Head Verger will be responsible for the Vergers and Honorary Vergers.

Key relationships and accountability

- The Canon for Worship and Welcome on a day to day basis to whom you would report on the efficiency of the Vergers' Department and liaise directly in connection with matters liturgical.
- The Vergers, providing supervision and management.
- The Director of Music with regard to worship services.
- The Director of Property in respect of security and building matters.
- The Head of Arts and Events in relation to the management and logistics of events.
- The Dean and Canons in relation to daily services.
- The Head of Visitor Engagement with regard to day-to-day visits, tours and general visitor experience.
- The Chief Operations Officer with relation to the implementation of the Cathedral's space management strategy.

Terms and Conditions

- **35** hours per week. For hours in excess of 35 hours per week, time off in lieu will be given.
- A starting salary of £23,350 and 8% employer contribution pension scheme will be available after successful completion of the probationary period.
- The holder of this post is required to occupy accommodation provided on site.
- 28 days annual leave plus 8 public holidays to be agreed with the Canon for Worship and Welcome. No additional payment or time off in lieu will be awarded for bank holiday working.
- Out of hours working (including evenings, weekends, and bank holidays) is an essential part of this role, so considerable flexibility and adaptability will be required. There is no hourly rate enhancement for bank holiday working and overtime is not paid unless specially required by a special event.
- Enhanced DBS clearance is required.

Head Verger Person Specification

ATTRIBUTES	JOB REQUIREMENTS
Personal attributes and understanding	<ul style="list-style-type: none"> • An active commitment to the Christian faith and willingness to work within the ethos of the Cathedral. • An understanding of and willingness to work within and enhance the culture of Anglican Cathedral worship. • Mature, reliable and calm personality • A sense of humour • A warm and supportive nature with a 'servant' disposition (in common with all other members of staff) • Of smart appearance and an excellent ambassador of the Cathedral
Skills and abilities	<ul style="list-style-type: none"> • Professional, punctual and accountable approach to work with good attention to detail and willing to set high standards. • Excellent organisation skills and ability to plan, prioritise and manage workloads to meet deadlines. • Able and willing to lead Cathedral said offices when necessary and to serve and assist with the Chalice at the Eucharist. • Calm, practical and flexible approach, with an ability to work to manage multiple demands under pressure and handle last minute changes and constraints. • A good communicator, able to give clear instructions in managing the vergers (staff and honorary), together with staff and contractors involved in events delivery, including crew, caterers and technicians. • A self-starter able to work closely and co-operatively with colleagues as a member of a small team. • Able to organise others and to take direction when necessary. • Ability to communicate well with visitors. Tact and firmness with a courteous stance when dealing with occasional disruptive people. • Experience with security (essential) and the liturgical aspects (highly desirable) that make up a cathedral verger's role. • Administrative competence with money, in communication and in the preparation of forms and rotas. • Working experience of Microsoft Outlook, Excel and Word is essential. • Physical fitness and a capacity for hard work. • Ability to work alone, sometimes for long periods, coupled with strong team-player and team-leader qualities. • Ability to work harmoniously with everyone, inside and outside the Cathedral community.
Educational Achievement	<ul style="list-style-type: none"> • The post-holder should be able to demonstrate that s/he has achieved secondary level attainment and completed or embarked upon appropriate higher education qualifications.
Experience	<ul style="list-style-type: none"> • Knowledge of health and safety regulations in the context of public events. Experience of working and/or worshipping in an Anglican cathedral is highly desirable. • A demonstrable aptitude for effective organisation, co-ordination and logistics skills is essential. Experience of health and safety regulations in the context of public events is desirable.

Job Applicant Privacy Notice

COVENTRY CATHEDRAL ('we' or 'us') provide this notice to make job applicants aware of our policies relating to the processing of personal data in accordance with the Data Protection Act 1998 as amended, replaced, re-enacted or consolidated from time to time (including without limitation the General Data Protection Regulation (EU) 2016/679 and any national laws which relate to the processing of personal data ('Data Protection Legislation')) references to 'Personal Data' and 'Sensitive Personal Data' within this notice shall be references to those terms as defined in Data Protection Legislation.

Personal Data

We ask for Personal Data from job applicants including C. V's and any ancillary information provided as part of your application to assist with our recruitment processes. Any Personal Data about you which is obtained by us during the application process (including any information obtained directly from you or from third parties such as your referees or as part of pre-employment checks) or as part of pre-employment checks may be retained and used by us for the purposes of considering your suitability for employment, conducting appropriate checks and as otherwise reasonably required for our legitimate interests and compliance with applicable law.

If your application is successful, and you subsequently become employed by us, the information described above will form part of your personnel file. [If we do not employ you, we may still retain for up to 6 months so that we can consider you for future roles].

Sensitive Personal Data

You may also supply us with Sensitive Personal Data including but not limited to data relating to your racial or ethnic origin, religious or similar beliefs, physical or mental health and sexual orientation by completing our equal opportunities monitoring form. This information is gathered for equality of opportunity monitoring purposes and is anonymised. The provision of such Sensitive Personal Data by you is entirely voluntary.

If we receive information regarding any medical condition, disability, or relating to your physical or mental health including information provided within return-to-work forms, meetings or in medical reports, we will only use this information for the purpose of providing any necessary adjustments in accordance with equality legislation, to ensure compliance with employment law, to monitor sickness absence and to inform decisions regarding your fitness for work.

Staff Privacy Policy

For further information regarding the Personal Data, we collect about you, how we use it, including disclosure to third parties, how we maintain security of your information and your rights to access the information we hold about you, please see our Staff Privacy Policy which is available from the HR department.