

Application Pack

Verger - Flexible

November 2016

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About York Minster



The seat of the Archbishop of York, the Cathedral and the Metropolitan Church of St Peter in York – York Minster as it is better known – is the mother church of the Northern Province and the Cathedral for the Diocese of York. It is a centre for Christian life in the North of England. York Minster has been a place of prayer and pilgrimage for over 1,400 years and worship is still at the heart of its life. York Minster's Choir of adult Songmen and boys and girls from the Minster School is world renowned. The Choir's mastery of the English choral tradition is one of the Minster's crowing glories.

York Minster is a gothic masterpiece in stone and stained glass, a magnet that draws people to visit the City of York and a defining symbol of the ancient "capital of the North". Each year around 600,000 people from all over the world come to explore the Minster, and visitor surveys find a high level of satisfaction from their experience. It is one of the centres of York's lively cultural and intellectual life, hosting many concerts, lectures and exhibitions.

The Minster community is diverse with over 200 members of staff and almost 500 volunteers. The Stoneyard's craftsmen and women are immensely skilled and knowledgeable about both the church building and the Precinct Properties; a fine Library is run in partnership with the University of York; there are two cathedral shops and a team of staff and volunteers who manage the floor of the Minster and work to ensure that all our visitors receive a warm welcome.

York Minster is more than 800 years-old and its gothic architecture is subject to a complex and ongoing cycle of repair, restoration and conservation. Whilst the York Minster Fund provides some financial security, the Minster relies on funds raised from visitors to ensure that the building is properly maintained. It receives no regular income from the Government.



With the arrival of the Dean, The Very Reverend Vivienne Faull, in December 2012, the Chapter team and senior lay team were appointed. A strategic plan covering the years 2015 – 2020 has been developed in consultation with over 1000 people: the plan is approved and endorsed by Chapter and the Archbishop and has been shared with many and varied stakeholders.

Mission: York Minster invites everyone to discover God's love through our welcome, worship, learning and work.

Purpose:

- to play an active role, across the Diocese of York and the Northern Province of the Church of England supporting the work of the Archbishop, sharing our skills and knowledge and working with communities and partners to further our mission;
- to inspire people, through the story of Jesus Christ, through our worship, prayer and music and through the heritage and history of York Minster, onto a journey of personal and corporate transformation;
- to engage all our community in a participative and consultative way;
- to put learning and the transformation of ourselves and of others at the heart of all we do;
- to manage our business successfully, covering our costs and generating the funding necessary to further our mission and to sustain the Minster.

Values:

- Courage
- Trust
- Wisdom

Organisation, Management and Governance

The work of the Cathedral is carried out by staff and volunteers, yet the '*corporate body*' responsible for the management of the Cathedral is the Chapter of York which is advised by the Cathedral Council and the College of Canons.

The Chapter is responsible for all aspects of the day-to-day management of the Cathedral. Chapter comprises the Dean, four Residentiary Canons, and currently four Lay Canons.

The Senior Leadership Team, led by the Chapter Steward, comprises the Dean and the Residentiary Canons and the Directors. The Team meets every six weeks to review performance against business plan and strategic objectives and to discuss permission requests.

The Minster receives no regular income from the Government or the Church of England, and relies on monies raised from visitors to ensure that the building can be properly maintained and remain glorious for future generations.

VERGER

Flexible Hours

York Minster invites everyone to discover God's love through our welcome, worship, learning and work. The Verger team plays a critical role, ensuring smooth running of the worshipping life of the Minster. Working closely with other teams, our Vergers also manage physical spaces and equipment to support events, performances and learning programmes throughout the year. We have an exciting opportunity for someone to develop their Verger skills on a fixed-term basis.

York Minster is inviting applications to join a pool of flexible hour Vergers to start as soon as possible, providing essential cover during the Christmas period in particular but also throughout the rest of the liturgical year. From 12 noon on Christmas Eve through to the service of Evensong on Christmas Day, York Minster welcomes 10,000 worshippers – the Verger team are crucial in facilitating all our services.

Applicants must have previous experience of working in worship context, manual handling and of delivering excellence in welcome, and must show a pastoral aptitude. The role works closely with other teams, but frequently requires self-direction and working without close supervision; previous experience of team working and evidence of initiative and personal motivation is essential. The rate of remuneration is £10.65 per hour and usual working hours will be agreed by mutual consent and submitted via timesheet.

Job Title:	Verger
Department:	Vergers within Public Engagement
Reporting to:	Head Verger
Supervisory Responsibility:	Supervision of other staff, volunteers and public as required
Financial/Budgetary responsibility:	None
Job Purpose:	<ul style="list-style-type: none">• Implement the general and specific requirements of the Dean and Chapter for services.• Ensure the good order of the Minster as a place of worship in conjunction with other departments.
Duties & Responsibilities:	<ul style="list-style-type: none">• Supervise other staff, volunteers and public at services and events on behalf of the Head Verger.• Attend Planning, Floor of the Minster and Diary meetings with, and on behalf of, the Head Verger.• Liaise with internal departments and external organisations as required. Regularly check and action e-mails and telephone messages, as required.• Ensure that hymn books, prayer books, service books, etc., are distributed for all services• Ensure that all altar furnishings, sanctuary lamps etc., are in proper order at all times.• Prepare all vessels, books and vestments for the Eucharist and all other services• Co-operate with the Vestment Keeper in the general care and cleaning of all clergy and choir robes, Vestments, Altar Linens, frontals, etc., and to ensure that they are stored correctly and kept in good condition and repair.• Keep all necessary registers: Service Registers, Loan Book, Inventory, and Distinguished Visitors Book.• Check before services that all relevant amplification systems are working correctly, and operate as necessary. Chime the bells and ring Great Peter when required.• Responsible for the safe custody of all collections at services in accordance with the cash handling procedures in place• Remove and/or re-arrange chairs and other moveable furnishings for services and to restore afterwards.• Clean the silver and other metals kept in the sacristy, Chapels, Treasury and in the strong room, and arrange for routine repairs.• Clean the Sacristy and Consistory Court to ensure that all Vestry and Sacristy requirements are met.• Set-up and dismantle exhibitions in liaison with the Collections Manager.• When a member of Clergy is not available, provide pastoral support to members of the public.

Additional responsibilities:

- Any other duties as may be reasonably required
- Ensure that the highest standards of professional performance are maintained
- Promote equal opportunities in the work of the department
- Ensure compliance with relevant legislation and statutory codes of practice, as advised
- Participate in the arrangements for performance review and appraisal
- Ensure that professional skills are regularly updated through participation in training and development activities

Health & Safety

Under the Health and Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health & safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the Organisation on health & safety and not interfere with, or misuse, anything provided for your health, safety or welfare.

Safeguarding

All staff and volunteers are expected to demonstrate a commitment to safeguarding the welfare of all children and adults who may be vulnerable, who are involved with and/or visit the Minster. This will include adherence to policies and procedures, following good practice in relation to their own behaviour and conduct and undertaking any safeguarding duties commensurate with their specific role.

Living Wage

The Chapter of York is an accredited living wage employer.

Person Specification



This section outlines the knowledge, skills and abilities the job holder needs in order to fulfil the requirements of the post. 'Essential' criteria are those that the job holder absolutely must have in order to do the job. 'Desirable' criteria are those qualities that would be either useful, or an advantage or those which the job holder can be trained to do.

REQUIREMENTS The post holder must be able to demonstrate:	ESSENTIAL (E) DESIRABLE (D)	MEASURED BY: A - Application form I – Interview T – Test P - Psychometrics
Absolute Integrity & Values The Minster exists to proclaim the Christian faith, so the appointee needs either to have or to be able to develop an understanding of the Church of England, its ethos, structures and mission, work comfortably and in sympathy with the worship and mission of the cathedral and be willing to engage in all aspects of the cathedral's life.	E	I
Education/Training Completion of A level education or equivalent CIEH/IOSH training First Aid Certificate	E D D	A A A
Knowledge & Experience Experience of supporting people in difficulty or distress Computer Literate including email Knowledge of worship and liturgy	E D D	A/ I A A
Competencies Visitor Focus Verbal and written communication skills Strong interpersonal skills Ability to solve problems Decision making within boundaries of policies and procedures in place. Team Player Empathy	E E E E E E E	I I I I I I I
Special Features Level of fitness to cope with the physical demands of the role including shifts, working at heights and lifting heavy objects A communicant member of the Church of England	E E	A/I A/I

Salary

The rate of remuneration is £10.65 per hour recorded by timesheet, plus contributory pension scheme.

Working Patterns

The role is a flexible hours position with working hours being agreed through mutual agreement. Hours are determined by the published rota and will include weekends and evening work.

Annual Holidays

The holiday entitlement is 25 days per annum plus 8 bank holidays (pro-rata). If a member of staff is required to work on a bank holiday, they will be entitled to the equivalent time off on an alternative day, to be agreed with their Line Manager.

Pension Scheme

All eligible members of staff will be automatically enrolled in accordance with the legislation, to the occupational Staff Pension Scheme, operated in conjunction with the Church Workers' Pension Fund. Contributions will be payable by the member of staff concerned at 3% of basic salary, and the balance of 6% by Chapter who will also pay 0.5% for life cover of 2 times salary. Staff will be supplied with further details upon commencement. The Chapter may amend the pension scheme at any time.

Staff Discount

All employees receive a 10% discount on purchases from the York Minster Gift Shop and discounts from various shops and cafes within the vicinity.

All staff will receive access to a comprehensive Staff Handbook as part of their induction that sets out all terms and conditions as well as employment policies and practices at York Minster.



Chapter aims to provide equality and diversity to all in employment, and aims not to discriminate on grounds of social economic group; gender; race; colour; nationality; ethnic or racial origin; care responsibilities; sexual orientation; disability; age; appearance; religious or political belief; trade or union activity; or any other conditions, or requirements which cannot be shown to be justified. The same commitment also applies to discrimination based on association with someone who possesses any of these characteristics, and to discrimination based on the perception that someone possesses such a characteristic.

To ensure that Chapter's Equality and Diversity policy is operating effectively (and for no other purpose) we maintain records of employee' and applicants' racial origins, gender and disability. Ongoing monitoring and regular analysis of such records provide the basis of appropriate action to eliminate unlawful direct and indirect discrimination and promote equality and diversity.

How to Apply

Please complete the Application and Equality & Diversity forms in full and send to:

Victoria Imada
Church House
10 – 14 Ogleforth
York
YO1 7JN

Or email: jobs@yorkminster.org

Applications are invited on a rolling basis to join the pool. Interviews will be held at a time convenient to both parties.

If you are invited for interview you will be asked to produce evidence of your eligibility to work in the UK. Offers of employment are subject to satisfactory references, medical clearance and, where appropriate, a Disclosure and Barring Service (DBS) check at enhanced level.

