

# Eglwys Gadeiriol Tyddewi

*Croesawu ymwelwyr fel pererinion*



*Welcoming visitors as pilgrims*

## St Davids Cathedral

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### *Appointment of Head Verger (Dean's Verger)*

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Diocese of St Davids

Church in Wales



## An Introduction from the Dean

Thank you for expressing an interest in the post of Head Verger – generally known as the Dean’s Verger – at St Davids Cathedral.

To come to St Davids is to know yourself on holy ground. Since the community formed by Wales’ patron saint first settled here in the late sixth century, people coming to this beautiful valley a stone’s throw from Pembrokeshire’s stunning coast have found themselves able to draw near to God. Today pilgrims and visitors still come in their hundreds of thousands and continue to insist this is one of the ‘thin places’ of the world.



The present Cathedral was begun in 1181. Its glorious architecture, from transitional Norman to late Perpendicular with Victorian renovation, is the setting for a community grounded in the rhythm of daily worship, on which we build a broad ministry of hospitality. The Vergers play a vital role in enabling us to offer our best to all who come, whether for parish, cathedral and diocesan services, concerts, school activities, or other events, or as visitors from far and wide. Our aim is to ‘welcome visitors as pilgrims’ so each may have the chance to reflect on their life’s journey and to respond to Jesus Christ’s call, ‘Follow me’, that he extends to us all.

The Head Verger is a key member of St Davids senior staff. We are therefore looking for an experienced individual, committed to fitting into and working within our current team, and to leading their own department. We would expect this person to be:

- A person of faith, committed to serving the mission and ministry of God’s church
- A generous-hearted team player, able to work with a broad range of traditions
- A well organised leader, attentive to detail, while flexible and practically constructive
- Grounded in Anglican liturgy, and willing to learn about the Church in Wales (Welsh language is not required, but readiness to learn key phrases is expected)

If you would like to have a confidential discussion about this post, please do email me at [dean@stdavidscathedral.org.uk](mailto:dean@stdavidscathedral.org.uk) to arrange a conversation.

With my prayers

A handwritten signature in black ink that reads "Sarah Rowland Jones". The signature is written in a cursive style with a long horizontal flourish underneath.

The Very Reverend Dr Sarah Rowland Jones  
Dean of St Davids

## **Appointment of a Head Verger**

The Dean and Chapter of St Davids Cathedral are seeking to appoint a Head Verger for the Cathedral, to succeed Mr James Harris who leaves in October 2018 to become Chapel Clerk and Verger to the Chapel Royal, Hampton Court.

## **Role and Responsibilities**

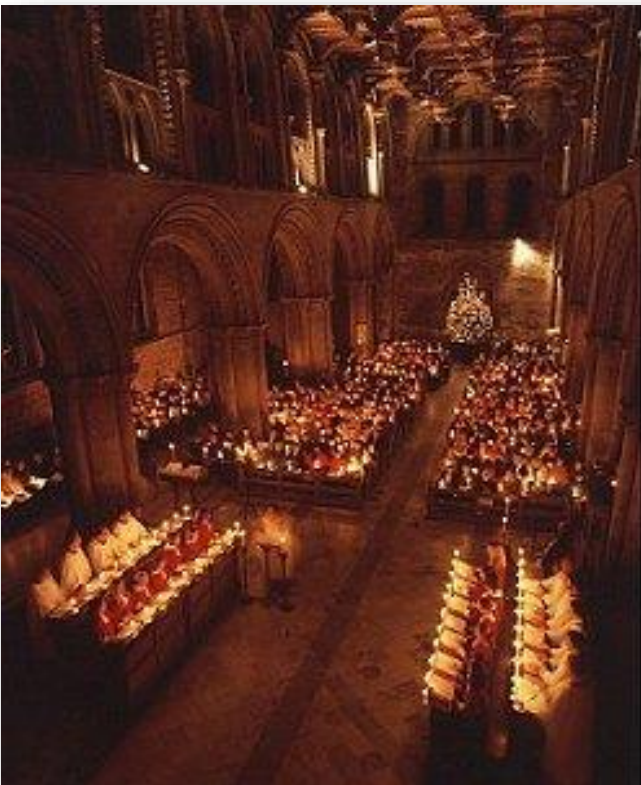
The Head Verger leads a small team of vergers in the planning, organisation, and delivery to the highest standards of practical arrangements for Cathedral life, through its services, and in offering holy hospitality to its numerous visitors and across the range of events we host.

The Head Verger is appointed, and employed, by the Dean and Chapter, and works in consultation with and as directed by the Dean, as Head of Chapter. The Dean is the Head Verger's line manager.

The Head Verger is assisted by, and responsible for overseeing the work of and for training as appropriate, the full-time Canons' Verger, a part-time assistant verger, and currently two part-time relief vergers, together with a part-time caretaker.

The Head Verger is a key member of the Cathedral senior staff team comprising: Dean, Sub-Dean, Cathedral Administrator, Organist & Master of the Choristers, and Head Verger.

On a day to day basis s/he will need to liaise closely with on-duty clergy, the Cathedral Administrator, Organists, Architect, Education Officer, staff of the Cathedral Shop and the Cathedral's volunteers, as well as with other staff members as appropriate.



Given the relatively small size of the Cathedral staff team, the ready capacity for harmonious working, and flexibility in undertaking a wide variety of tasks, are essential, as are good oral and written communication skills.

The role and responsibilities of the Head Verger will include, but may not be limited to, the following

### **Liturgy**

The Cathedral's liturgical and wider life embraces the following roles:

- Cathedral church of the Diocese of St Davids
- Parish church for the Parish of St Davids
- Civic church to the City of St Davids
- The Shrine of St David, with its focus as a historic and continuing centre for pilgrimage

It is expected that the vergers will be comfortable working with services and events that span a wide breadth of liturgical styles and Anglican and wider Christian tradition.

Within this context

- The Head Verger acts as Dean's Verger at services and major events in the Cathedral.
- The Head Verger attends planning meetings in advance of major services and events.
- The Head Verger oversees practical arrangements for ordering the building for services. Heavy items such as the nave choir-stalls, are moved jointly by more than one verger.
- Vergers prepare the quire, nave or chapel(s), for all services, including the altar, vessels, books, candles, votive lights, and scripture passages, and lay out vestments.
- The Head Verger manages the cleaning / laundry, care, and repair of the altar and other silver and brass-ware, vestments, frontals and linen.
- Vergers always serve at the weekday celebrations of Holy Communion and often share in the reading of lessons at the Daily Office. It may prove appropriate for the Bishop to license the Head Verger to administer Holy Communion.
- Vergers lead processions at the Daily Offices, at choral services on Sunday, and on other special occasions. Vergers also operate the sound system and are alert during services to deal discreetly with unforeseen events.
- The Head Verger assists in marshalling and organising processions, which may number over 100, at major services. Courtesy, firmness and resolve are essential qualities.
- The Head Verger trains the server and acolyte team and organises their rota.
- The Head Verger is responsible for compiling the statutory service register.
- Outside school term-time, particularly during the summer, visiting choirs often maintain the Cathedral's choral tradition. Engagement of visiting choirs is administered by the Music Department. The Head Verger plays an 'ambassadorial role' in contacting choirs prior to their visit and in welcoming them upon arrival. The Head Verger is responsible for agreeing rehearsal times and also for familiarising the choirs with the Orders of Service, the movement of processions and other practical arrangements.

### **Other events**

The Vergers similarly prepare the building for concerts and other events.

- The Head Verger is the main contact on site for concerts other than those sponsored by the Cathedral's Music Department. This includes liaison with concert organisers to agree seating, rehearsal times, furniture, staging, and changing facilities.
- The Head Verger is responsible for the design of demountable staging required for concerts and other events and for arranging its building and dismantling.

- Vergers have special responsibilities during the annual St Davids Cathedral Festival, including, additionally, contact with an international spectrum of artistes. The Festival requires the commitment of considerable energy and time.

## Visitors and pilgrims

St Davids Cathedral receives close to 300,000 visitors annually, from near and far, with the summer months being particularly busy, with holidaying families and additional organised tour groups from within the UK and around the world.

An increasing number come as pilgrims, to visit the Shrine which was restored and rededicated in 2012.

Vergers, along with our fine team of volunteer stewards and tour guides, are at the front line in offering a polite and helpful welcome at all times, and, where other duties permit, answer questions and offer information around the function, symbolism and ministry of the Cathedral as a living place of worship.

- The Head Verger liaises with the Education Team on arrangements for school visits, retreats and other activities organised through Tŷ'r Pererin (Pilgrims' House),
- The Head Verger attends meetings of the Pilgrimage, Education and Outreach Committee of the Dean and Chapter.
- The vergers are responsible for ensuring reasonable conduct is maintained in the Cathedral, and should untoward circumstances arise, must judge when it is appropriate to act, using tact, sensitivity and when necessary, firmness.



## Administration and Management

The Head Verger has shared office space in the East Cloister, while also working from the vestry area in the South Transept when appropriate, and using printing, laminating and other equipment in the Deanery Office when needed.

- The Head Verger is the line manager for the other vergers and the caretaker, and responsible for ensuring their training and development as appropriate.

- The Head Verger is responsible for drawing up rotas, and ensuring a fair and balanced distribution of working hours across the department, including evening and holiday cover, overtime when necessary, and involvement with special services and events.
- The Head Verger is required to attend the weekly staff meetings which take place on Wednesday mornings.
- The vergers' department is responsible for producing its own documentation, which may include detailed seating plans, and generating posters, volunteer staff name badges and temporary signs, etc. Computer skills are essential for this position.



## Health and Safety

The Head Verger is the Cathedral's appointed Health & Safety Officer and the designated Fire Safety Officer for the Cathedral and its environs.

- The Head Verger must ensure that the Cathedral's health and safety policy is kept up to date, is familiar to all who need to know it, and ensure appropriate training as required.
- The Head Verger must ensure that arrangements for events, including seating and stewarding accord with Fire Authority recommendations.
- The Head Verger must ensure the evacuation procedures are kept up to date.
- The Head Verger must ensure safe working practices by staff and contractors with particularly careful compliance with health and safety requirements at upper levels, such as wearing safety harnesses or checking appropriate training has been undertaken.
- The Head Verger must ensure the annual fire extinguisher maintenance contract is carried out and that vergers and other nominated persons are proficient in their use.
- The Head Verger is responsible for carrying out weekly tests of the fire alarm systems, and of fire-fighting equipment (e.g. fire extinguishers, dry riser, fire blankets), ensuring it is fit for purpose and tested as required, and appropriate records of checks are kept.
- The Head Verger is responsible for ensuring all vergers are trained in First Aid and certification is kept up-to-date; and that appropriate action is taken, and subsequently recorded, whenever accidents or other incidents occur.
- The Head Verger is responsible for risk assessments for activities within the Cathedral and for ensuring that outside organisations provide their own risk assessments where this is appropriate.

## Care and Security of the Buildings and Contents

The Head Verger has responsibility for day to day upkeep of the fabric of the Cathedral building and its contents, ensuring they are clean and in good order through a regular maintenance routine.

- The duty verger opens the Cathedral daily at 7am and locks up and sets the alarm system after the Evening Office (or later as events require), and checks the public toilets in the Bishop's Palace complex have been opened / closed.
- One full-time verger is always on call outside normal hours in case of any emergency or unusual happening within the Cathedral, its annexed buildings or the Cathedral Close.
- The Head Verger is responsible for routine monitoring of the fabric of the building and notifying the Cathedral Administrator of any issues, and where appropriate, liaising with the architect and contractors over specific projects.
- The Head Verger is responsible for ensuring relevant requirements of the Ecclesiastical Insurance Group policies are implemented and observed.
- The Head Verger is responsible for general care of keys, including those kept on the premises, and processes for logging them out and their return.
- Donation-boxes are emptied daily by the duty verger, always jointly with another staff member in line with the Cathedral's policies for handling money. The duty verger assists in the counting of these monies each morning. The Head Verger is responsible for banking donation box and service monies as directed by the Cathedral Administrator.
- Vergers maintain both the Cathedral Bookshop and Domus Giftshop with adequate amounts of change, and ensure the security of these monies in transit to and from the shops. They are also required to move stock between the shops and office as necessary.
- Although there is a part-time cleaner, some cleaning duties will be expected of the Head Verger. Many areas of the building, though inaccessible to the public, still require a cycle of cleaning maintenance e.g. tower spiral staircases, triforium walkways.
- The Head Verger is also responsible for the operation and regular maintenance of the heating system, the smoke detection system, and the sound reinforcement and hearing loop systems, liaising with specialist engineers where necessary.
- The Head Verger is responsible for maintaining appropriate stock levels of such items as: candles, wine, altar bread; cleaning requisites; light-bulbs and other sundry supplies.

### **Other Duties**

These will include other tasks as the Dean and Chapter may from time to time determine.

### **Terms and Conditions**

The post-holder is required to live, rent-free, in a house within the Cathedral Close. This allows for flexible working, including being on-call from time to time outside working hours, and it is expected the Head Verger will organise their time to allow for this. (Council tax and water rates, telephone rental and business calls will be paid by the Dean and Chapter.)

The Cathedral is open from 7.30am until after the Evening Office, or later for concerts or events. Hours of work are on a flexible rota, based on an average 40 hours in a five-day week.

Annual leave is 25 days, plus 8 bank / public holidays. Where these are worked, as is generally required, there is expectation a substitute day off will be taken. A maximum of one week's holiday may be taken during July-August due to the business of the Cathedral. Leave cannot be granted during late Advent and Christmas, Holy Week and Easter, other major Festivals, Ordinations, the Cathedral Festival, or the Friends Festival.

The salary will be £21,000 per annum, with annual review by the Dean and Chapter. Vergers receive fees for marriages and funerals at which they have assisted. The Dean and Chapter contribute 7.5% of salary towards the Cathedral pension scheme.

Overtime is not payable in the case of statutory activities e.g. Midnight Service at Christmas. Any expectation of overtime through the rota should be agreed in advance, and no-one should work more than the statutory maximum average of 48 hours a week, calculated over 17 weeks according to government norms. In exceptional cases, overtime payments may be made for certain evening concerts. It may be possible to take time off in lieu, only if this does not hinder the Cathedral's working patterns and subject to the prior agreement of the Dean and Chapter.

This post requires the ability to work at a height (e.g. changing lightbulbs, raising the flag on the Tower roof), and a level of physical fitness sufficient for heavy lifting.

There is a genuine occupational requirement that the Head Verger is a communicant member of the Church in Wales or a Church in communion with it.

Any offer of employment is made subject to a satisfactory Enhanced Disclosure & Barring Service Disclosure in line with the Cathedral's policies on Safeguarding.

St Davids Cathedral is committed to safeguarding and promoting the well-being of all people, and its staff and volunteers are required to uphold the safeguarding policies of the Church in Wales. Staff are also required to uphold the Cathedral's social media policy.

## **Terms of appointment**

This job description will form the basis of a contract which will be drawn up when the appointment is made.

The first 6 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 month. The probationary period can be extended if necessary. Thereafter notice is 3 months on either side.

## **How to Apply**



The Dean is content for interested candidates, if they wish, to contact her by email to arrange a time to discuss the post over the phone. Her email is [dean@stdavidscathedral.org.uk](mailto:dean@stdavidscathedral.org.uk).

The deadline for applications is midnight on 8 October. Interviews will be held on 22 October

Candidates should apply by completing the [application form](#), including details of three referees, one of whom should be a priest. This should be submitted electronically to the Cathedral Administrator, Miss Moyra Skenfield, [moyra@stdavidscathedral.org.uk](mailto:moyra@stdavidscathedral.org.uk), or by post to

*The Deanery  
St Davids  
Pembrokeshire  
SA62 6RD*

All candidates will be contacted after short-listing takes place. Alongside the formal interview there will be an opportunity for more informal conversations and for seeing around the Cathedral and its environs.

Contact person: Miss Moyra Skenfield, Cathedral Administrator, by email or on 01437 720202



## **St Davids Cathedral**

St Davids Cathedral is one of Wales most significant religious, architectural, historic, and cultural sites, and attracts close to 300,000 visitors annually. Today's cathedral stands on the site first occupied by St David's community, probably from the end of the 6<sup>th</sup> century. Surviving numerous raids from Vikings and others through subsequent centuries, in 1081 it was visited by William the Conqueror, who recognised its spiritual significance. Bernard, appointed Bishop in 1115, further put St Davids on the map and, in response to his lobbying, Pope Callixtus II around 1120 acknowledged David within the Calendar of Saints, and in 1123 decreed that two pilgrimages to St Davids equalled one to Rome. Commemorating the 900<sup>th</sup> anniversaries of these two events will be major themes in the Cathedral's life in 2020 and 2023, at a time when pilgrimage is increasingly fuelling popular imagination.

Ensuring our many visitors experience St Davids as not merely a tourist venue, but as a place of living faith and worship, is at the heart of our vision for ‘Welcoming visitors as pilgrims’. Today, many come to visit the Shrine of St David which was so beautifully restored and rededicated in 2012. An education and pilgrimage centre, Tŷ’r Pererin (Pilgrims’ House), was opened in 2013, and through it we deliver a developing programme of events, retreats and other outreach activities to schools, and to church and other Christian groups of all ages, from near and far. We also have Wales’ only still-working historic Cathedral library.

The Cathedral is a splendid setting for the worship which has been offered here for over fourteen centuries and continues daily with a minimum of twenty statutory services each week. St Davids has a strong musical tradition with two choral services on Sundays, and a traditional Choral Evensong at least four times a week during school term time. We run a largely music-based Festival annually and a summer concert season, and host concerts for the Fishguard Festival and many other visiting choirs and orchestras – some of which are broadcast live.

The Cathedral is surrounded by a large historic Close, which includes the extensive remains of the 14<sup>th</sup> century Bishop’s Palace. This fell into ruin after the major disagreement during the Reformation between Bishop Barlow and his Cathedral clergy – since this time, the Bishop of St Davids has lived in Abergwili, on the outskirts of Carmarthen, as Bishop Joanna does today!

Within the Close, the Cathedral has a number of historic buildings, including a range of delightful houses and cottages, most with enclosed, mature gardens, which are occupied by many of its staff. The Head Verger is housed among them.

Finally, many ask the question, “Why St Davids, and not St David’s Cathedral?” Well, this is the Cathedral at St Davids, the city being named as St Albans, St Ives, St Neots and others. It is of course also the Cathedral Church of St Andrew and St David.

## **St Davids**

St Davids is Britain’s smallest city, lying at the westernmost point of Wales. Situated in the beautiful Pembrokeshire Coast National Park, it has a population of under 2000 which is swelled by tourists and other visitors each summer. City status, originally granted in the 16<sup>th</sup> century by virtue of its Cathedral, then lost in 1888, was restored by Royal Charter given by the Queen in 1994. The Letters Patent are displayed in the Cathedral’s Treasury.

The nearest towns are Fishguard and Haverfordwest, each about fifteen miles away, with rail links from both, and there is a local bus service. St Davids has a new Church in Wales Voluntary Aided School for children from three to sixteen, Ysgol Penrhyn Dewi – St Davids Peninsula School. Sixth form provision is available in both towns.

## **The Diocese of St Davids and the Church in Wales**

St Davids is one of Britain's oldest dioceses, and one of the original four Dioceses of the Church in Wales when it was disestablished in 1920. Following the creation of the Diocese of Swansea and Brecon in 1923, it now spans the three counties of Carmarthenshire, Ceredigion and Pembrokeshire. It is the largest geographical diocese in Wales, and the second largest in numbers of clergy and parishes. Our Bishop is Joanna Penberthy, who in 2016 was the first woman to be chosen by Anglican electoral synod within the UK, and thus the first in Wales.

The Diocese, like the rest of the Church in Wales, is currently undergoing reorganisation of its parishes into Local Ministry Areas, in order to sustain worship, ministry and mission, as widely as possible in current circumstances of reduced attendance and resources. The Church in Wales has its own bilingual liturgies, with the Book of Common Prayer of 1984, the Order for Holy Eucharist/Cymun Bendigaid of 2004, and Daily Prayer Book / Gweddi Ddyddiol of 2009 forming the basis of the Cathedral's worshipping life.



## **The Cathedral Team**

The Dean

The Very Revd Dr Sarah Rowland Jones LVO OBE

The Sub-Dean

The Revd Canon Leigh Richardson

Chapter Clerk

Arwel Davies

Cathedral Administrator

Moyra Skenfield

Office Manager

Catherine Marks

Organist and Master of Choristers

Oliver Waterer

Assistant Director of Music	Simon Pearce
Dean's Verger	Vacant
Canon's Verger	Elizabeth Albery
Assistant Verger (Part time)	Christopher Limbert
Relief Vergers (Part time)	Jenny Kitchell, Dai Guy
Education and Pilgrimage Officer	Janet Ingram
Senior Groundsman	Tony Pearce MBE

We also have additional part time Groundsmen, Caretaker, Choral Scholars and an Organ Scholar, together with a dedicated team who work in the two Cathedral shops and volunteer as Stewards and Tour Guides and in the Library. The Cathedral also has an independently-run Refectory.