

Eglwys Gadeiriol Tyddewi

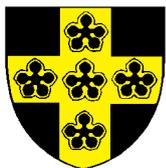
Croesawu ymwelwyr fel pererinion



Welcoming visitors as pilgrims

St Davids Cathedral

Appointment of Canons' Verger



Diocese of St Davids
Church in Wales



An Introduction from the Dean

Thank you for expressing an interest in the post of Canons' Verger – the second of our two full time Vergers – 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.

We are looking for someone who is committed to fitting into and working within our current team, in support of the Head Verger. We would expect this person to be:

- A person of faith, committed to serving the mission and ministry of God's church – perhaps with some prior verging experience, though this is not essential.
- A generous-hearted team player, able to work with a broad range of traditions
- Well organised, 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 conversation about this post, please contact Miss Moyra Skenfield, Cathedral Administrator, in the first instance. Her details are given below.

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, sweeping underline.

The Very Reverend Dr Sarah Rowland Jones
Dean of St Davids

Appointment of a Canons' Verger

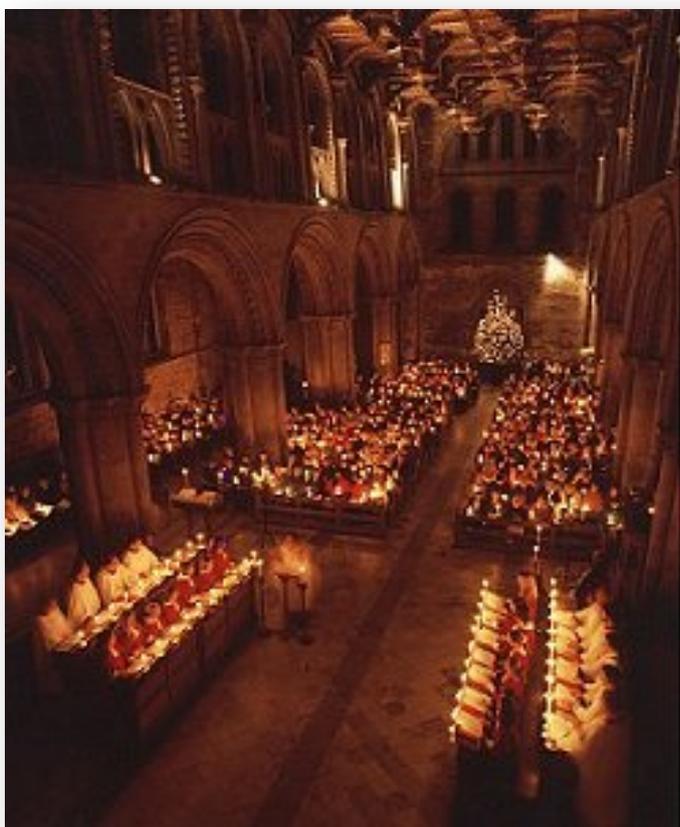
The Dean and Chapter of St Davids Cathedral are seeking to appoint a Canons' Verger for the Cathedral, to assist and support the Head Verger, Mr Peter Lowe.

Role and Responsibilities

The Canons' Verger serves as part of a small team of vergers in the 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 Canons' Verger is appointed, and employed by, the Dean and Chapter, and works with, and under the direction of, the Dean's Verger (also known as the Head Verger), who is the line manager of the Canons' Verger.

The Dean's Verger is responsible for overseeing the work of and training the Canons' Verger as appropriate. These two full time members of the verging staff are generally assisted by two part-time relief vergers, together with a part-time caretaker.



On a day to day basis, the Canons' Verger may need to liaise with on-duty clergy and staff members of the Cathedral 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. So too is the ability to communicate well both with the Cathedral community and the wide range of visitors.

Verging duties require the ability to work methodically, often on repetitive tasks, while maintaining good attention to detail.

The role and responsibilities of the Canons' 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 vergers will be comfortable working with services and events that span a breadth of liturgical styles in Anglican and wider Christian tradition, and our musical heritage.

Within this context

- Vergers lead processions at the Daily Offices, at choral services on Sunday, and on other special occasions.
- Vergers ensure 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.
- Vergers may assist the Head Verger in 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 Canons' Verger to administer Holy Communion.
- Vergers operate the sound system at services and other events and are alert to deal discreetly with unforeseen occurrences.

Other events

- The Canons' Verger assists the Head Verger who is administrator and coordinator for concerts other than those sponsored by the Cathedral music department. This requires liaison with concert organisers to agree all arrangements including; seating plans, rehearsal times, staging, and changing facilities.
- The Canons' Verger assists the Head Verger who 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 over 250,000 visitors annually, from near and far, with the summer months being particularly busy, with holidaying families and organised tour groups from the UK and around the world. Increasing numbers come as pilgrims, to visit the Shrine which was restored and rededicated in 2012. The Cathedral's Education and Pilgrimage Centre, Tŷ'r Pererin, arranges a wide variety of activities for visitors and host various groups.



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 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 Canons' Verger works according to the rota drawn up by the Head Verger, who is responsible for 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 Canons' Verger is required to attend the Wednesday morning weekly staff meeting.
- 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 Canons' Verger works in accordance with the Cathedral's Health and Safety Policy and Fire Safety Policy. (The Head Verger is the Cathedral's appointed Health & Safety Officer and the designated Fire Safety Officer for the Cathedral and its environs.)

- All vergers are trained in First Aid and certification kept up-to-date, under the oversight of the Head Verger.
- All vergers must ensure appropriate action is taken, and subsequently recorded, whenever accidents or other incidents occur.

Care and Security of the Buildings and Contents

The Vergers, under the direction of the Head Verger, have 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 vergers are responsible for keys issued to them and for the use and care of other keys kept on the premises.
 - 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 Canons' Verger assists in banking donation box and service monies as directed.
 - 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 Vergers. 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 Canons' Verger is involved in operation and maintenance of the sound reinforcement and hearing loop systems.
 - Full-time Vergers undertake routine maintenance such as changing light bulbs and bleeding radiators.
 - Access and maintenance work at upper levels requires full-time Vergers to have a good head for heights and compliance with all health and safety requirements is essential, including the wearing of safety harnesses.

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 Canon's 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 37.5 hours in a 5-day week, which includes weekend and evening working.

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 £16,000 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 Canons' 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 Clearance 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.

The starting date for this position is subject to mutual agreement.

How to Apply

If you wish to discuss this post over the phone, please contact the Cathedral Administrator in the first instance (details below).

The deadline for applications is midnight on 10 June. Interviews will be held on 4 July.

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, 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 6th 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 900th 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 14th 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 16th 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.



Canons' Verger, St Davids Cathedral – Person Specification

CORE ROLE

The successful candidate will have:

1. A wholehearted commitment to the vision, values and success of the Cathedral
2. Experience of a Verging role, in a like or similar environment, or demonstrable willingness and ability to learn the role.
3. Familiarity with Anglican liturgical worship*
4. Demonstrable capacity constructively to work within a team.
5. Good inter-personal skills, with an ability to get on with a diverse range of people, including across the range of Cathedral Staff, contractors and others with whom we work, members of the Diocese, visiting musicians, and other visitors and pilgrims; and the capacity to act with generosity but firmness, where required.
6. Appropriate Health and Safety, First Aid, and Safeguarding Training, or the readiness to undergo such training.
7. A level of physical fitness to allow heavy lifting, and an ability to work at height, and the readiness to undergo further training where appropriate.

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

The successful applicant will be required to have Enhanced Disclosure and Barring Service Clearance in line with the Cathedral's policies on Safeguarding.

PERSON SKILLS

The successful applicant will be expected to be:

1. Flexible and adaptable under pressure
2. Willing to work flexible hours, with periods of considerable intensity from time to time
3. Able to work under direction
4. Able to work methodically, with good attention to detail, including in repetitive tasks.
5. Discreet, and sensitive to others.
6. Numerate, with good computer skills.
7. Able to work with technical equipment, including sound and AV systems

The Cathedral Team

The Dean	The Very Revd Dr Sarah Rowland Jones LVO OBE
The Sub-Dean	The Revd Canon Leigh Richardson
Minor Canon (from June 2019)	The Revd Gillian Butcher – NSM(L)
Minor Canon (from June 2019)	The Revd Sophie Whitmarsh
Chapter Clerk	Arwel Davies
Cathedral Administrator	Moyra Skenfield
Assistant Administrators (Part time)	Marty Makin, Moira Philips
Organist and Master of Choristers	Oliver Waterer
Assistant Director of Music	Simon Pearce
Dean's Verger	Peter Lowe
Canons' Verger	Vacant
Assistant Vergers (Part time)	David Guy, Jenny Kitchell, Christopher Limbert
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.