



VERGER – JOB DESCRIPTION

The work of a verger is varied and covers a wide range of duties from ceremonial and practical work within the worship of the Cathedral, to responsibility for the security of the Cathedral and its environs. Other aspects are covered below in greater detail but include preparing for services, events and concerts, some cleaning work, liaising with external contractors on matters of access, movement of furniture, and working at heights.

The Verger team is responsible for working with the Cathedral clergy and management to ensure that all services and events in the Cathedral are organised and executed to the highest possible standard, and that the day to day activities of the Cathedral are carried out in a safe, secure and efficient manner.

Due to the nature of the work, candidates must be physically fit and comfortable with working at heights. An understanding of, and sympathy with, the ethos of the Church of Ireland is desirable.

In accordance with our legal obligations and the Cathedral's Safeguarding Policy, the Garda Vetting process must be completed for the successful candidate before he or she commences employment.

The successful candidate will be required to work on a shift basis of 40 hours per week on a five over seven day roster. Some late working is required on occasion and in respect of which overtime will be paid. The base salary is €26,748.

Vergers operate under the direction of the Cathedral Manager & Dean's Verger.

MAIN DUTIES & RESPONSIBILITIES

Worship & Ceremonial

- Liaise with the Dean's Verger and the Cathedral Clergy about the liturgical arrangements for services. Ensure the appropriate care for and laying out of vessels, liturgical colours, vestments, books, furniture, candles and altar presentation as required.
- Participate in the Cathedral services in accordance with the ceremonial, traditions, and accepted practices of the Cathedral. Acting when required as the only verger on duty.
- Ensure that all altar linens and frontals are kept clean and in good repair.
- Ensure that all liturgical items are kept in good order and repair, with an adequate stock of consumables.

- Gain a good working knowledge of the Cathedral's public address system.
- Ensure that those attending services are welcomed and seated with correct service sheet / book ahead of service.
- Take part in processions as a Crucifer or acolyte as required.

Security

- Take responsibility for locking and unlocking of the building and be fully aware of the correct procedures relating to locks and alarm systems.
- Maintain the Cathedral key box and ensure that the Cathedral's guidelines for the issue and return of keys is fully implemented.
- Carry a radio and/or emergency telephone, and to patrol the Cathedral and its environs regularly.
- Be familiar with the Cathedral's security systems, and to be an active and visible presence in the Cathedral Church and its surroundings and regularly patrol the building.
- Liaise with the Cathedral's security contractor to ensure the safety of all in the building.
- Be on call 'out of hours' in accordance with a published rota for an agreed period each month, and hold the Cathedral emergency contact number at such times.

Health and Safety

- Practice good health and safety procedures at all times.
- Ensure that daily and weekly Health & Safety checks are carried out.
- Ensure that areas accessible to staff, the general public or external contractors, including the Tower and other high spaces, are kept in safe order.
- Report any hazards and be pro-active in resolving Health & Safety issues, and to log any incidents or accidents in the appropriate record books.
- Be familiar with and implement when necessary, the evacuation policy for the Cathedral, along with other such procedures and policies relating to Health & Safety. *Fire Marshall & First Aid training will be provided.*
- Liaise with the Cathedral Safety Officer with regard to the delivery and maintenance of all Health and Safety procedures in the Cathedral, particularly during busy visitor times in the Cathedral and during high attendance services and events.

- Ensure that all external contractors working onsite comply with the Cathedral's Health and Safety guidelines, and procedures for working at heights.

Care and maintenance

- Ensure the Cathedral and environs are kept clean and in good order.
- Be proactive in responding to all matters of general maintenance including replacing light bulbs, reporting broken or damaged furniture, and other general faults.
- Maintain the notice boards and signage, ensuring that all notices are properly displayed, up to date, authorised and removed when appropriate.
- Ensure the satisfactory arrangement and presentation of the Cathedral, including staging, seating, lighting and general house-keeping.
- Ensure that any issues with the fabric of the building are brought to the attention of the Cathedral Manager.
- To work with the Cathedral's cleaning contractor to ensure the building is kept to the highest possible standards.

Other duties

- Attend training courses both on and off site, evenings or weekends as required.
- Attend meetings as required.
- Liaise with event organisers to ensure delivery of their event and adherence to the Cathedral's policies.
- Act as the main point of contact and person of responsibility at times designated by management, particularly at evening events.
- Ensure that the Cathedral is set for services, events, workshops, etc., and re-set appropriately, left tidy and fit for worship and visits after evening events or evening work.
- Ensure that all contractors working on site are mindful of the Cathedral's identity as a place of worship.
- This is not an exhaustive job description and the successful candidate will be expected to assist with change over time and contribute to the development of new initiatives at Saint Patrick's, as required.

Key features of the role

- Working at high levels will be required on a regular basis, including climbing the tower, regular inspection work, and occasional work on scaffolding and / or the Cathedral's platform lift.
- Vergers are required to work at services throughout the year including those which may take place outside normal working hours.
- The regular rota will include work at weekends and vergers must be available for major festivals such as Easter and Christmas.
- A cassock and appropriate uniform will be provided.

To apply, please send your CV with covering letter to humanresources@stpatrickscathedral.ie before close of business on **Friday, 23rd November 2018**.

[Privacy notice for job applicants](#)