



WINCHESTER  
CATHEDRAL

## Job Description

<b>Job Title:</b>	Cathedral Virger
<b>Department:</b>	Virger
<b>Reports to:</b>	Custos (Head Virger)
<b>Role Requirement:</b>	Enhanced DBS check C of E Safeguarding Training Basic and Foundation

### Background:

Winchester Cathedral has been at the heart of a vibrant community for nearly 1000 years. Today, the Cathedral welcomes more than 300,000 visitors and pilgrims each year. They come to share in our daily worship and hear our world-class choir, to enjoy the wonderful setting, stunning architecture, priceless treasures and to attend our extensive programme of events.

Winchester Cathedral is called to renew, inspire and unite people in faith, hope and love. We live by our values of Openness, Excellence and Kindness in all that we do.

We are an equal opportunities employer.

The Cathedral Statutes provide a framework within which the Virger undertakes his/her duties and highlights the Virger's membership of the worshipping community of the Cathedral. The Virger's role includes full participation in the sacrament of Holy Communion; therefore, being a member of a church in communion with the Church of England is an occupational requirement.

The Virger's duties are various and fall into these main areas:

- Participating in ceremonial and worship
- Being dedicated to excellence and to enabling others to worship
- Welcoming
- Streaming live services to our Facebook and YouTube channels
- Liaising with volunteers, helping them whenever possible.
- Caring for the good order and security of the Cathedral
- Preparing the Cathedral for concert and events.
- Cleaning
- Erecting and dismantling staging

The Virgers, working as a team, play a vital part in ensuring the proper functioning of the Cathedral as a place of worship and in its many other roles and activities. They are full, worshipping members of the Cathedral Community. The Canon Precentor has overall responsibility for the Virgers' Section. All Virgers report directly to Custos (Head Virger), or in his absence, the Deputy Head Virger.

### **Principle Duties:**

- Under direction of Custos, to participate fully in the Cathedral services. To be Virger on all formal occasions, dressed in cassock and gown. To attend and take part in divine service, including the administration of Holy Communion and the consumption of elements, and to organise and virge ceremonial processions.
- To undertake training in the use of the Audio/Visual equipment.
- To be on duty, under the direction of Custos, and in accordance with the Virgers' rota covering Sundays, Bank Holiday, Festival Days (including Christmas and Easter) and other important occasions, as required.
- To prepare the Cathedral for worship, concerts and events. Performing those tasks allocated by Custos or the Deputy Head Virger.
  - Duties will include:
    - Preparing the church plate.
    - Caring for and laying out the vestments.
    - Caring for the altars and altar linen.
    - Changing altar frontals according to season or festival.
- To ensure that all leaflet and envelope holders are topped up regularly.
- To support the work of the volunteers in serving visitors, and if required to show parties around the Cathedral as directed by Custos.
- To assist the Visitor Chaplains, particularly in preparing for the hourly prayers
- To assist in the maintenance of good public relations, particularly with visitors.
- To ensure that decorum is maintained within the Cathedral at all times, and that services are not interrupted by noise.
- To treat visitors and volunteers in a friendly, tactful and helpful manner.
- To communicate all messages and report all defects to Custos, so that the appropriate advice or action can be taken, and so maintain good lines of communication.

- Under the direction of Custos, working to a rota system, to be responsible for the opening and closing of the Cathedral each day.
  - Duties will include:
    - Sharing in the internal maintenance and operation of the Cathedral, with specific tasks to be allocated by Custos or in his absence, the Deputy Head Virger.
    - Ensuring that the Cathedral is secure, clean and in good order, and to promote the highest standards of care of the vestries, plate, ornaments, vestments and chairs.
    - Carrying out specialist duties, including the care and operation of the sound system, the care and operation of cleaning equipment and the care and operation of the security and alarm systems.
    - Caring for votive candle stands, hymn books and orders of service, emptying the collection boxes.
    - Performing such other reasonable duties as directed by Custos or in his absence the Deputy Head Virger.
- To be an active and visible presence in the Cathedral and its surrounds.
- To ensure that all valuables and money are looked after according to the set procedures.
- To be familiar with The Chapter's Health and Safety Policies and to implement them.
- To know the positions and operation of all firefighting apparatus and what to do in an emergency.
- To be familiar with the evacuation procedures laid down by The Chapter.
- To receive appropriate training in Manual Handling.
- To receive appropriate training in First Aid and First Aid for Mental Health and be able and willing to administer first aid in an emergency, including using a defibrillator if necessary.
- To follow Safeguarding procedures at all times.
- To see that the conditions of work and areas accessible to staff and public are kept in safe order and condition and report any hazards to Custos.
- To help ensure that the Cathedral always looks clean and tidy.

- To clean and care for the Chantry Chapels and Sanctuaries, and other areas determined from time to time by Custos or in his absence the Deputy Head Virger.
- To undertake other occasional duties in the absence of the Cathedral Caretaker, as determined by Custos or in his absence the Deputy Head Virger.
- To be available in the Cathedral, as required, for evening concerts, conferences and services outside normal working hours, for which overtime will be payable (or time off in lieu for Cathedral services/events).
- To help prepare the Cathedral for all events that take place, e.g. concerts, plays and exhibitions, moving furniture and erecting and dismantling cathedral staging, and to restore everything to normal afterwards – manual handling and additional training will be given.
- The Virgers will from time to time be required to attend additional training courses, as determined by Custos.
- The Virgers are required to hold pages and be on a call out list, attending whenever the security or fire alarms activate.
- To open the Close Gates at 6.15am as part of the early morning rota, and to lock the Close Gates at 10.00pm on those occasions, as requested by Custos.
- Any other tasks that may be necessary to ensure the successful operation of the department