



Are you eligible to volunteer in the UK YES NO

Have you any convictions (other than spent convictions under the Rehabilitation of Offenders Act 1974?) YES NO

Declaration:

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from volunteering. I agree that Winchester Cathedral may hold and use this information about me contained in this application, including any information which falls within the definition of "sensitive personal data" under the terms of the Data Protection Act 1998, for the purposes of processing this application. If, on this occasion, no offer is made, I agree that Winchester Cathedral may keep a record of my application for 6 months.

Signature:

Date:

Please return completed form to Sarah Williams, Volunteer Coordinator, 9 The Close, Winchester SO23 9LS or email sarah.williams@winchester-cathedral.org.uk

If you would like more information please call 01962 85 7225

Volunteer Enquiry and Registration Form

Winchester Cathedral is committed to equal opportunities and values diversity.

Personal details:

Full Name:	
Address:	
Telephone: H	M:
Email:	
Next of kin details:	
Emergency contact details:	

If you have a disability and require any adjustments please indicate below:

References:

Please give names and addresses of two referees, making sure that they are not personal friends or family members (suitable referees will include former employers, teachers etc or independent people who can give a view as to your experience or character)

Name of First Referee	Name of Second Referee
Relationship to Applicant	Relationship to Applicant
Address	Address
Telephone	Telephone
Email	Email

If known, please specify area of volunteering that you are interested in:

We warmly invite new volunteers to join those who already share in the Cathedral's work. The Cathedral is always seeking people to join the community of volunteers.

All volunteers get training to help them carry out their roles. Roles typically involve a one or two hour weekly session, though some are more or less. There are openings for volunteers in a surprisingly wide variety of roles. For a complete list of volunteering opportunities please contact sarah.williams@winchester-cathedral.org.uk

Caring for our visitors:

Welcoming Stewards – our front-line for welcome as visitors arrive.

Cathedral Guides – taking visitors on tours around the Cathedral.

Information Desk – provide information and general guidance.

Calligraphers/Scribes – some experience is preferred.

Tower Guides/Assistants – delivering guided tours up the tower.

Cathedral Refectory/Shop .

Children's Workshop Helpers – help deliver organised activities during holidays.

Caring for our Services and Events:

Sidesmen – men and women show people to their seats at services.

Servers – assist in ceremonial duties at the Eucharist.

Bellringers – experienced ringers are preferred.

Event Stewards – from concerts to lectures.

Hospitality team – serve refreshments at various events.

Caring Behind the Scenes

Holy Dusters & Brass Band – dusting and polishing.

Cathedral Flower Arranging Team – prepare and maintain floral decorations, experience preferred.

Deanery Bookstall & 'Cloisters' Charity Shop – raising funds for the Cathedral.



WINCHESTER
CATHEDRAL

Volunteering roles at Winchester Cathedral

There are over 30 different areas of volunteering at Winchester Cathedral, some require more commitment than others. Please find below some of the roles and a brief description. If you are interested in any roles please contact Sarah Williams 01962 85 7225 or sarah.williams@winchester-cathedral.org.uk

Bellringers

Learning bell ringing is rather like learning a new musical instrument. It takes many hours of practice and instruction to handle a bell safely and become proficient. For this reason, the level of commitment is quite high. The Cathedral's band of bell ringers meet each Wednesday evening for practice and on Sunday mornings and afternoons for service ringing. Several times a year, we ring at 7 am to commemorate St Swithun's Day, Ascension Day and the Queen's Birthday. The Cathedral band currently has 17 ringers, who are also members of the Winchester and Portsmouth Diocesan Guild of Church Bell Ringers, and a small number of learners.

Broderers

Some vestments are both old and precious so suitable experience is preferred but training can be given.

Calligraphers /Scribes

Experience in Calligraphy is preferred but training can be given

Cash Counters

Cash counting involves counting, recording and bagging all monies taken by the Cathedral. This includes the use of counting machines. Volunteers work under the auspices of the Cathedral Finance Department. New counters are given training 'on the job' and are overseen until they are happy to work unaided. They then join a ROTA system, which is usually two or three sessions per month, each session is about three hours' work (perhaps longer at busy times such as Christmas and Easter). No previous experience is necessary, although some of our counters have been accountants in their working lives. Counters always work in pairs.

Cathedral Shop

Gift Shop volunteers work on the shop floor with the sales assistants and supervisors and report to the Head of Retail.

The role is primarily customer service based and you will need to be efficient at operating a modern touch screen till – full training is given.

You would be involved in cash handling, walking the shop floor, learning about the stock, and be willing to offer help and advice to customers. You may also be asked to assist with pricing stock or bringing items down from the stockroom upstairs.

Commitment - We ask volunteers to do a 4 hour shift (some do 2 hours), and most of our team have a regular weekly slot.

Experience in retail is not essential, but we do ask that you are willing and able to learn to use the tills and be friendly and welcoming to all our customers.

There are times in the gift shop when it is VERY busy, so you will be on your feet the whole time.

You will also need to consider that you may have to handle stock which is a bit awkward or heavy to lift – please bear this in mind before applying.

Helping in the shop is great fun! We're a small but friendly team. We welcome customers from around the world, thousands of school groups each year and local customers and it's vital they are all made to feel welcome.

We always have new ranges coming in and as a department we get involved in events like the Christmas Market so we are often a hive of activity!

Cathedral Guides

The Guild of Voluntary Guides is responsible to Chapter and helps visitors to enhance their enjoyment of the Cathedral. The Cathedral is very much a working church and although it houses many interesting and historical artefacts it is not a museum. Guides are from all kinds of backgrounds and although previous knowledge of theology, architecture or history may be useful, it is certainly not essential.

There are two ways of training to be a guide. Both require the same theory and practical tests which are carried out during the course and the same final test. The intensive training course runs from October to April on successive Monday mornings and the new flexible training course, which we hope to launch in October 2014, is designed to cover the same ground as the intensive course but is team based, with 23 sessions spread over a maximum of 1 year.

New guides serve a probationary period during their first summer and they are required to work with two teams every week for the first 12 months (Easter to Easter). Thereafter they may continue to work with two teams or may choose to work with one team and lead pre-booked adult or school groups or do other specialised tours. Guides are expected to participate in revision courses and ongoing training in selected topics and to share any specialised knowledge that they may have.

Cathedral Refectory

Volunteers assist in front-of-house duties at the server counter and with table service.

Event Steward /Concert Steward

The Cathedral holds community events both in the Cathedral and in the Close, all of which require stewards.

Concert Programme Sellers

Concerts are normally held in the evenings. Volunteers are asked to be in the Cathedral from 6:30pm to start selling programmes for concerts which usually start at 7:30pm and finish around 9:30-10:00pm. The number of concerts can vary quite significantly from year to year, but volunteers are only asked to offer their services depending on their availability. No previous experience is necessary.

Deanery Bookstall and 'Cloisters' Charity Shop

These two ways of raising funds for the Cathedral, both are mainly run by volunteers.

Flower Arranging

Flower arrangers prepare and maintain the floral decorations, both for normal times and also for special occasions. Experience in flower arranging is preferred, but training can be given. Our team are always happy to have a chat.

Holy Dusters and Brass Band

This immense building, whilst keenly attended to by paid staff, also has volunteers helping with dusting and polishing, keeping the Cathedral looking its best. Hours to suit, but generally meet on Friday mornings.

Hospitality Team

The Hospitality Team support Chapter when refreshments are offered at various events. From serving teas to visiting choirs after evensong on Sundays, to lunches at the monthly Fellowship meetings, plus several 'one offs' through the year like drinks for new choir parents and teas at the Deanery garden open. This role involves setting up, making and serving teas and coffee (occasionally wine) and then clearing away. We mainly use disposable cups and we don't make sandwiches!! Between 3-6 volunteers work at any one time depending on the event. Commitment is up to the individual but usually works out to 2-3 times over a 4 month period.

Information Desk

Volunteers provide information and general guidance to visitors and sell booklets and cards.

St Christophers

Based at the exit door, wearing a blue gown, the St Christopher volunteers bid visitors farewell, collect audio guides and give useful information. This new role enhances our visitor experience and should leave the visitor with a warm feeling about their visit. In the event that the Welcomers become very busy or need assistance, we ask that St Christophers also help at the North West entrance door as required. Commitment –hourly slots, Monday-Saturday 1030am – 4.30pm.

Servers

The servers assist with Cathedral services on Sundays and weekday festivals. The most visible part of their activities is in processions at the beginning and end of services, when the serving team carries the processional cross and candles. During Eucharist services servers help the clergy in preparing the altar and in the administration of Holy Communion.

There are currently about 30 servers in the 'Guild of St Swithun', spanning an age range of seven to over 70. Each Sunday, and weekday festivals, we provide a serving team of four or five for the Eucharist and one for Evensong. This means that each member of the Guild has one or two duties per month according to their availability.

No prior experience is necessary. Training is provided and a new server can start in a team position where duties are minimal and he or she can observe what the other team members do.

Sidesmen

Sidesmen, both men and women, show people to their seats at services. The warm welcome shown to those coming to worship is very important to us.

South Transept - Library/Triforium/Bible

This area is currently under refurbishment. When the new exhibitions open in 2016 we will be looking for volunteers to work in these areas.

Tower Guides/Assistants

Tower Tours last approximately 90 minutes. We hold 3 tours per week during the winter (Wednesday 2.15pm and Saturday 11.30am and 2.15pm) and 7 per week during the summer (daily at 2.15pm and Saturday 11.30am). For health and safety reasons each tour requires two guides; a leader and a locker and lighter. One guide needs to unlock/lock the doors and operate the lights whilst the leader describes points of interest.

The tour visits the bell chamber, the ringing chamber, the nave roof space and the roof of the tower. Trainee guides start as a locker and lighter, and must undertake at least six tours before they are tested. Once they have qualified as a locker and lighter they can then train to become a leader. Information is provided at the start of the programme covering all aspects of the tour as well as

health and safety issues.

The information to be learned is nowhere near as extensive as for floor guiding, but the physical demands are much more challenging. There are 213 steps to the roof of the tower (46 metres high), and, in parts, it is very narrow and steep. Tower guides therefore must be reasonably fit. This activity would not be suitable for anyone who suffers from respiratory issues or claustrophobia. We ask that tower guides take at least 6 tours per year although some guides do as many as 20-30.

Visitor Chaplains

Visitor Chaplains, can be lay or ordained, and provide a pastoral presence and a listening ear. Cathedrals can be a bit like spiritual A&E departments, and so the role of listening to people who need to talk, is extremely important.

As well as offering a listening ear, Visitor Chaplains undertake to say a short prayer on the hour as a reminder that the focus of all that our Cathedral seeks to do is rooted in prayer.

Visitor Chaplains provide a valuable link between the Cathedral and the parish churches of our diocese. They also provide an opportunity for ecumenical links with other churches within the county of Hampshire.

They can find themselves working with vulnerable people so they are all DBS checked.

Visitor Chaplains seek to imitate and represent Christ, in their personal encounters within the Cathedral.

Visitor Chaplains undertake to come into the cathedral for a three hour period:

April - December 10.30am – 1.30pm; or 1.30pm – 4.30pm; and January -March this is 11.30am – 2.30pm

Welcoming Steward

The Welcoming Steward, dressed in their red robe, is the first person the visitor meets on entry into the Cathedral. We greet them and make them as welcome as possible with a friendly face and a smile to put them at ease and pass on as much information to them as we can. It is a very satisfying task and we meet people from all over the world every day.

The Stewards normally do a nominated one hour slot per week, Monday to Saturday, from 9.30am the last session is at 3.30pm. Some do more and we have introduced a system where on occasions there could be more than one person on duty.

Other volunteering roles also include Communion Assistants (Chalice), Readings, Intercessions, Sunday Morning Coffee, Proof Readers, Virgers Emeritus, Dean Garnier Gardeners, Litter Pickers, Children's Workshop Helpers, Curator's cleaning team and Wardrobe/Linen.