

**JOB DESCRIPTION** Date of JD: March 2016

<b>Job Title:</b>	<b>Assistant Virger</b>
<b>Department:</b>	<b>Virgers</b>
<b>Reporting to:</b>	<b>Head Virger</b>
<b>Supervisory Responsibility:</b>	<b>None</b>
<b>Financial/Budgetary Responsibility:</b>	<b>None</b>
<b>Job Purpose:</b>	<ul style="list-style-type: none"> <li>• Ensure that arrangements for worship, and for concerts and events are exemplary</li> <li>• Be a primary point of contact for visitors, ensuring that the Minster is open, welcoming, and worshipful.</li> <li>• Ensure best practice in Health and Safety matters, working closely with the maintenance and conservation workforce.</li> <li>• be responsible for the security of the Minster, supervising opening and closing arrangements, the security alarm, and cash handling.</li> <li>• Take part in cleaning of the Minster, and maintenance and cleaning of the Hall and Rooms</li> </ul>
<b>General Duties and Responsibilities:</b>	<p>Beverley Minster is a Christian Church which exists to glorify God and serve the community. Members of staff are therefore expected to maintain the highest professional standards of performance, tact, politeness and confidentiality.</p> <p>Those who interact with the public should maintain a smart appearance.</p> <p>They are also expected to support and facilitate the clergy in the breadth of their ministry.</p>
<b>Duties &amp; Responsibilities:</b>	<p><b>Management and Supervision</b></p> <ul style="list-style-type: none"> <li>• To assist the head Virger in managing part-time and volunteer members of the virger team</li> <li>• In the absence of the Head Virger, to attend the once monthly “Big Diary” meeting and the weekly Diary Meeting, and any further meetings of managers of departments.</li> </ul> <p><b>Liturgy and Worship</b></p> <p><i>With the Head Virger:</i></p> <ul style="list-style-type: none"> <li>• To act as Sacristan and prepare for services in the Minster and the Parish Hall, including furniture and staging, restoring everything tidily afterwards.</li> <li>• To take part in worship by escorting clergy and choir in procession, virging readers and preachers, and with other functions as required, wearing the designated gown and robes.</li> <li>• To be on duty on Easter Day, Christmas Eve and Christmas Day, and at other major festivals as required.</li> </ul>

- To monitor and operate the sound system during worship and through the week. and to take appropriate action in the event of any faults
- To ensure that back-up microphones with fully charged batteries are available for all services
- To be aware of the rotas for servers, and crucifers and to liaise with Churchwardens when someone on the rota is unable to attend
- To administer Communion when required
- To prepare the Minster for occasional offices, liaising with Funeral Directors and the clergy, and taking particular care of baptism and wedding registers
- To maintain the daily service register.
- To ensure that prayer candle stands and lit candles are available during opening hours, and that cash is removed regularly
- To supervise the care of the silver, altar linen, hangings, altar frontals and banners, and to undertake such care as required.
- To monitor and replace supplies of liturgical requisites.

### **Premises and Facilities**

#### *With the Head Virger*

- To supervise the cleaning of the Minster, Halls and rooms, following weekly and annual cleaning schedules, and to undertake cleaning as required.
- To be responsible for the accurate timekeeping of the clocks and the normal operation of the chimes. To raise and lower the flags as required.
- To be responsible for the security of the Minster and the keys, when on duty, and to open up and lock the building.
- To oversee and take part in the Minster's cash handling procedures, and be responsible for seeing that all money on the premises [eg shop takings, Visitor boxes] is locked in the safe prior to going off duty.
- To be available, by agreement, to respond to out of hours alarms (security and fire)
- To ensure all equipment is stored carefully in designated spaces, and that the virgers' vestry is efficiently used.
- To resolve any minor maintenance items with approved contractors and report any major issues to the PCC Plant and Facilities Committee
- To deal appropriately with emergencies or accidents in line with training and evacuation procedures, and keep the accident book up to date

### **Visitors and Events**

#### *With the Head Virger*

- To work in conjunction with the Visitors' team, to welcome and direct the public.
- To make the Minster a place of hospitality by providing self service refreshments through the week and coffee on Sundays.
- To become familiar with the main points of historical and architectural interest in the Minster
- To give guided ground floor and roof tours having regard for specific requirements eg the school curriculum.
- To liaise with volunteer guides
- To give particular attention to the needs of the disabled and to be the first point of contact for the pastoral care of the distressed, being aware of the resources available and referring them to others when appropriate.
- To assist in liaising with employees of the Beverley Minster Old Fund in co-ordinating events and services and to facilitate them in being able to do their work
- To hold site visits with organisers of events in order to establish, confirm and record the detailed information needed by all parties in order to facilitate the proficient event outcome
- To supervise arrangements for out of hours services and events, working overtime where agreed

### **Additional responsibilities:**

- Present a smart and tidy appearance by wearing 'business clothes' and black shoes, changing into more practical work clothes for certain tasks when appropriate

- Ensure that the highest standards of professional performance are maintained
- Promote equal opportunities in the work of the department
- Ensure compliance with relevant legislation and statutory codes of practice as advised
- Participate in the arrangements for annual performance reviews
- Ensure that professional skills are regularly updated through participation in training and development activities
- Any other duties that may be required, that are commensurate with the position of the post

### **Health & Safety**

Under the Health and Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the organisation on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.