



Truro  
Cathedral  
*sacred space, common ground*

Honorary Verger



## **Our Vision, Ambition and Values**

### **Vision**

Our vision for Truro Cathedral is to create **Sacred Space** in which the holiness of God is encountered in an open and inclusive way and **Common Ground** where issues shared by the whole of humanity can be explored.

### **Ambition**

Inspired by the Gospel of Jesus Christ, we work to build a welcoming, inclusive and engaging environment that, through the delivery of a diverse and inspiring programme of worship, events, educational activities and community outreach, fulfils and spiritually enriches all who experience Truro Cathedral.

### **Values**

#### **Love & Unity**

We care for one another with compassion and kindness and our work is embedded in a spirit of love and cooperation as we come together to succeed in our mission for the cathedral.

#### **Dignity & Respect**

We respect others and value diversity, embracing our similarities and differences with gentleness, self-control and a willingness to learn. We welcome expressions of spirituality, respecting and valuing those with different faiths or no faith.

#### **Accountability & Integrity**

We act with honesty, openness and integrity in everything we do. We use the resources entrusted to us wisely and effectively with transparency and accountability. We demand high standards of professionalism from ourselves every day, always striving to deliver excellence in our work.

#### **Creativity & Courage**

We are bold and challenge ourselves and others to question the norm. We explore new options and take intelligent risks, confident that we do so in a supportive environment. Committed to continual development, we embrace change and nurture personal growth.

## Role Description

<b>Role Title</b>	Honorary Verger
<b>Hours of Work</b>	Flexible   Ad-hoc
<b>Supported by</b>	Facilities Lead, Cathedral Clergy & Volunteer Manager
<b>Department</b>	Volunteers
<b>Volunteering location</b>	Cathedral

## Overview and general duties

This role works closely to support the Facilities Lead and Cathedral Clergy contributing directly to its mission and values. This involves ensuring the worshipping life of the cathedral runs smoothly, visitors receive a great sense of welcome and that programme of services is supported in a practical way. The nature of the role encompasses regular interaction with a diverse range of people and activities throughout the cathedral.

### Duties

- Prepare the cathedral for services and participate in accordance with the cathedral's traditions, undertaking ceremonial duties traditionally required of a cathedral verger.
- Carry out agreed arrangements for worship and services in liaison with the Facilities Lead and cathedral clergy.
- Apply care and attention to maintain the dignity of the cathedral as a place of worship.
- Take part in the routine care of hymnbooks, vessels, linen, laundry, altars, vestments, plate and valuables.
- To be responsible for unlocking and/or locking the building at the beginning or end of services as required.
- Assist with the keeping of statutory registers for all services and pastoral offices.
- To be friendly and approachable and ready to direct visitors to appropriate people and places as required.
- To be prepared to interpret the building and its significance for the Christian faith.
- To participate in training and policy review as required including matters of health and safety.

## Requirements & Terms

<b>Skills &amp; knowledge required</b>	<ul style="list-style-type: none"> <li>- A commitment to the traditions of prayer and worship that underpin cathedral life.</li> <li>- Excellent communication skills and the ability to respond to visitors who may need assistance.</li> <li>- A welcoming, friendly, non-judgmental and approachable manner, with a positive disposition and a willingness to engage with all visitors.</li> <li>- Ability to work as part of a team and with a flexible approach.</li> <li>- Knowledgeable about the Cathedral and its work.</li> <li>- Well organised, methodical and punctual.</li> <li>- Aware of health and safety issues, responding flexibly and appropriately to unusual and emergency situations.</li> <li>- Comfortable and competent in email communication.</li> </ul>
<b>Experience required</b>	<p>Experience in a similar role would be advantageous.</p>
<b>Training required</b>	<p>Training will be arranged to cover all aspects of this role, including safeguarding, health and safety and security.</p>
<b>Physical requirements</b>	<p>This role requires standing and walking around the cathedral for sustained periods.</p>
<b>Probation</b>	<p>The post will be subject to a 6-month probationary period, during which time, either party may give the other one month's written notice</p>
<b>Smoking</b>	<p>The cathedral operates a no-smoking policy</p>
<b>Health &amp; Safety</b>	<p>All team members are required to follow the policies and procedures set out in the team handbook.</p>
<b>Equal Opportunities</b>	<p>Truro Cathedral operates under the principles of Equal Opportunity, insisting on and promoting equality of opportunity and access to all, regardless of age, race, colour, ethnic or national origin, gender, marital status, sexual orientation, disability or impairment, income, education, religious beliefs or cultural heritage. This applies to all we do, including our campaigns and employment practices, membership of committees, all stages of recruitment or selection processes, working practices, conditions of work, and allocation of resources.</p>
<b>Safeguarding</b>	<p>Safeguarding – Everyone Matters – Everyone's Responsibility</p>

	<p>Truro Cathedral strives to be trauma-informed and is committed to developing safer policies, cultures and practices.</p> <p>Truro Cathedral's safeguarding policy provides a framework to promote the welfare and protection of children and vulnerable adults. It is available at <a href="http://www.trurocathedral.org.uk">www.trurocathedral.org.uk</a> or in the company documents area of BreatheHR.</p> <p>Training: The postholder will be expected to attend safeguarding training up to 'Basic Awareness, 'Foundations' or 'Leadership' level, dependent on the role applied for. This will be arranged by the cathedral and may be required before a start date can be agreed. An Enhanced DBS check is required for this role.</p>
<b>Cathedral policies</b>	Comply at all times with the cathedral's policies found at <a href="http://www.trurcathedral.org.uk">www.trurcathedral.org.uk</a>
<b>Truro Cathedral vision</b>	An empathy with Truro Cathedral's Vision, Ambition and Values
<b>Other</b>	Parking will be permitted in the cathedral car park but only while performing your volunteer duties, not at any other time. The car park operates a number plate recognition system, you will need to log your registration number either in the cathedral office or caretaker's office if you wish to park in the car park. Parking is subject to availability and cannot be guaranteed.