

Cathedral Verger

Reports to: The Administrator, All Saints' Cathedral (immediate) & The Priest in charge, ASC Lweza Chapel

The Verger is part of the Cathedral's verger team contributing directly to its mission. This involves ensuring that the worshipping life of Chapel runs smoothly, visitors receive a great sense of welcome, the Chapel and other buildings are clean and well cared for and the events programme is supported in a practical way.

The nature of the verger role encompasses regular interaction with a wide range of people and activities across the Chapel.

It is therefore essential that the verger has the ability to deal with people at all levels in a friendly and helpful way, think on their feet, have a flexible approach and work cooperatively as part of a team.

All duties of this role are carried out to ensure the safety of all visitors, staff and volunteers in the Chapel.

Key duties and responsibilities

- Working with staff and volunteers, play an active part in providing a warm welcome for all visitors to and parishioners of the Chapel
- Deal with enquiries and issues whilst ensuring the safety of all visitors, staff and volunteers in the Chapel.
- Ensuring any accidents or first aid incidents are reported.
- Assisting with lost property and making appropriate arrangements to ensure that lost items are returned to their owners
- Be an active and visible presence in the Chapel and surroundings and ensuring the security and well-being of individuals as well as the building and its contents.
- Carry out regular cleaning duties and ensuring high standards of cleanliness and good order in the Chapel and other buildings.
- Take a proactive part in responding to all matters of general maintenance in the Cathedral, and precincts.

- Ensure planned minor repairs and maintenance within the Chapel and its precincts including occasional clearance of gutters and drains.
- Assist with regular tests of the emergency fire detection system and evacuation procedures.
- Prepare the Chapel for services and participate in accordance with the Chapel's traditions, applying care and attention to maintain the dignity of the Chapel as a place of worship and assisting Clergy team whenever required.
- Take part in the routine care of hymnbooks, vessels, linen, laundry, altars, vestments, plate & valuables.
- Assist with the keeping of statutory registers for all services and pastoral offices.
- Work closely with the worship team to carry out any agreed arrangements for services, both regular acts of worship and special services.
- Liaise with the cash counting team to ensure the safe handling of collection bags and processing smaller service collections in accordance with the Chapel financial procedures.
- Maintain confidentiality at all times.
- Take a positive and active part in the Chapel's annual appraisal/review system.
- Deal promptly and efficiently with visitor enquiries.
- Ability to engage with all visitors and users.
- To help maintain decorum and the security of the building with the assistance of the security team.
- Provide a ministry of presence and welcome in church, liaising with clergy over those who visit with specific pastoral needs.
- Responsibility for ordering and maintaining church supplies relating to smooth operation of daily church operations and seasonal liturgical resources.
- Understand budgetary requirements of church supplies and informs clergy of anticipated major expenditure.
- Ensure all display communication, i.e. leaflets, well stocked, up to date and current.

- Preparing the church building and other church related rooms for the relative services, i.e. Sunday service, additional Saturday and weekday services, weddings, marriage blessings, memorials, funerals and for all the worship taking place during the week.
- Involvement and support Clergy with Sunday and midweek services.
- Liaise and work with the Maintenance, Events teams to maintain the Church building, hiring equipment where necessary and setting up of events in church and across Church as required.
- Record and deal with any lost property left in the church and make sure that no unattended bags are left in church.
- Responsible for checking the PA system in the church, making sure that sound checks are carried out before services.
- Prepare contribution for the annual report about the verging team.
- Maintain the Service Register and all related documentation.
- Maintain Intercession book including the church cycle of prayer updates.
- Take part in processions, or assist as and when required.
- Extensive knowledge of evacuation procedures and ability to lead evacuation of the church, in the event of an emergency.
- Know the location and purpose of all fire extinguishers in Church.
- Ability to deal with people who are disruptive, supporting verging team and reporting incidents to security.
- Make sure that any health and safety issues that arise are properly responded to and recorded.
- Encourage, organise and motivate verging team to deliver an efficient service.
- Build a strong working relationship with all departments across the Church.
- Attend meetings as required.

Key attributes and specifications:

- The Applicant must be a born again Christian
- Must be educated to at least Diploma level
- Lay Reader Training
- Orientation in Anglican Worship will be an added advantage

Applications with a detailed resume, a one page testimony and three referees (one of whom should be the local Parish Priest or Pastor) can be submitted by 16th July 2018 by email or by post or physically to:

**The Provost
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Kampala
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Telephone: 041 4 342 128**