



# Recruitment pack



## Cathedral Verger

Closing date for applications:  
**Monday 23 March 2026 at midday**

Interviews to be held on Monday 30 March 2026



# About us



Birmingham Cathedral is the oldest building in the city centre still used for its original purpose. We are home to some remarkable treasures, as well as the largest green space in central Birmingham.

Our cathedral is free to visit, and attracts over 200,000 people a year. Our visitors come to us for many different reasons - including to attend services, pray, reflect, light candles, learn about our heritage, take part in key civic events, and to enjoy a range of concerts and events held in our building or Cathedral Square throughout the year.

We are a Christian Church of the Anglican Communion and seat of the Bishop of Birmingham. We offer corporate worship of The Church of England, enriched by the Anglican choral tradition. Christian worship is at the heart of the cathedral's life as we offer to God our praises and prayers.

Everyone is welcome to attend any of our public services, as we rejoice in the diversity of the communities we serve and promote inclusion as widely as possible.

Birmingham Cathedral Chapter places the safeguarding of all who worship at and visit us as their highest priority. This particularly includes children and at risk adults. As a Church of England Parish Church Cathedral we work closely with our Diocesan Safeguarding colleagues to ensure our practices and policies are providing a safe environment for all.

A close-up photograph of the back of a dark blue t-shirt. The words "BIRMINGHAM" and "CATHEDRAL" are printed in large, white, sans-serif capital letters, stacked on two lines.

BIRMINGHAM  
CATHEDRAL

# Job role

## Cathedral Verger



**Responsible to:** Head of Operations

**Hours:** 37 hours per week- flexibility in hours is required and hours will include some weekends.

**Salary:** £24,454.00 per annum

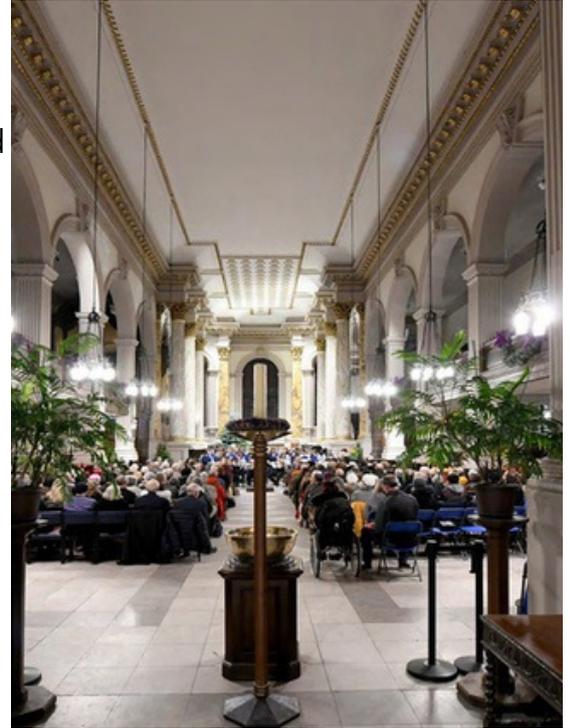
**Contract:** Permanent

**Place of work:** Colmore Row, Birmingham, B3 2QB

**Pension:** 8% Employers Contributory Pension subject to meeting auto-enrolment criteria.

**Annual leave:** 36 days per year, this includes Bank Holiday allowance.

This role is subject to a 3-month probationary period. This post is subject to an Enhanced DBS check.



This role combines both aspects of a Verger, the liturgical and supporting the day-to-day operation of the cathedral.

Vergers assist the Head of Operations and the Clergy team in delivering an excellent standard of liturgy, welcome and visitor experience.

Vergers work as part of a wider team to help deliver a warm and welcoming greeting to all who visit the cathedral and those engaging in our programme of services and events.

In addition to supporting the clergy in delivering liturgical excellence, Vergers are responsible for the care and maintenance of the building. The work includes cleaning, reporting maintenance requirements, opening, and closing the building securely, setting and resetting the cathedral for services and events and understanding the Health and Safety requirements including emergency evacuation. This role also includes some lone working.



# Main responsibilities



## Principle Areas of Accountability:

- To assist in the delivery of the cathedral's worship.
- Present and maintain the cathedral to the highest standard.
- To be responsible in the case of an emergency.
- To engage with cathedral users (congregation, musicians, visitors, event organisers, etc).

A Vergers will have a wide range of duties. These include, but are not limited to the following:

## General responsibilities:

- As Vergers always represent the cathedral suitable attire should be worn, alongside a name badge.
- To work within the team of Vergers on a rota basis, under the direction of the Head of Operations. This includes covering weekends, Bank Holidays, Feast Days (including Christmas and Easter) and other important occasions, as required. Evening work is regularly included on the rota.
- To communicate all messages and report all defects to the Head of Operations, so that the appropriate advice or action can be taken, and good lines of communication are maintained.



# Main responsibilities



## Liturgical duties:

- To undertake liturgical and sacristy duties. This includes facilitating the smooth running of services and verging as required. To be dressed in cassock and verger robes as appropriate.
- To prepare the cathedral for worship, daily activity and events and return to good order afterwards.
- Prepare the vessels for Holy Communion and setting up for services.
- Assist clergy in the leading of worship, reading lessons, serve and administer Holy Communion.
- Frequently lead Evening Prayer.
- Care for the altars, altar linen and sanctuary areas.
- Change altar frontal according to season or festival.
- To care for votive candle stands, orders of service and Gift Aid envelopes.
- To carry out specialist duties, including the operation of the sound, streaming and lighting systems.
- To complete service records and registers when the verger on duty



# Main responsibilities



## **Hospitality and Welcome:**

- To be mindful at all times of promoting and living out the cathedral's values and to treat all those coming into the cathedral as welcome visitors.
- To treat visitors and volunteers in a friendly, tactful and helpful manner. When challenging situations arise, they should be handled with sensitivity, whilst ensuring the right actions are carried out.
- To be always an excellent ambassador for the cathedral.

## **Logistics for Events and Services:**

- To undertake security duties within the cathedral and cathedral square.
- To work with the team to ensure that set up for services, concerts and events is completed in a timely manner. This includes the setup of audio-visual equipment, seating and staging and ensuring any health and safety issues are addressed.
- To attend planning meetings when required.

## **Security:**

- To act as a key-holder.
- Under the direction of the Head of Operations, working to a rota system, to be responsible for the opening and closing of the cathedral each day. Opening and closing may include early mornings and late evenings.
- To understand and operate the security and alarm systems.
- To empty the collection boxes in accordance with the cathedral's cash handling procedures.



# Main responsibilities



## **Health and Safety:**

- To comply with and enforce all Health and Safety policies and procedures.
- To know the positions and operation of all firefighting apparatus and what to do in an emergency.
- To be familiar with, and when necessary, lead the evacuation procedures laid down by the Chapter.
- To provide First Aid support for people on the cathedral's premises where appropriate and be the designated first aider when on duty. First aid and other training will be provided.
- Take responsibility for contractors on site.

## **Maintenance and Cleaning:**

- To undertake cleaning and maintenance duties within the cathedral ensuring the cathedral is always secure, clean and in good order, this will include carrying out periodic inspections, as agreed.
- To promote the highest standards of care of the vestries, plate, ornaments, vestments and chairs.
- To ensure the good care and operation of cleaning equipment.

## **Other:**

- To undertake any other reasonable tasks as requested.
- To undergo any training deemed necessary to fulfil the role of verger.



# Person specification

## Essential:

- There is a genuine occupational requirement that the postholder be a Christian as this role involves the administration of Communion, leading Evening Prayer etc.
- Excellent attention to detail.
- Knowledge of the Microsoft Office Suite.
- Ability to work to weekly deadlines and plan work accordingly.
- Ability to engage with the public in a positive manner.
- Ability to multitask and work under pressure.
- Evidence of ability to work alone and as part of a team.
- Ability to work unsociable hours, including weekends and evenings.
- Well-presented, polite and friendly

## Desirable

- A practical knowledge of the practice of liturgy and the Church's year.

## Training and DBS Check Requirement

This role will require the post holder to complete the following during the onboarding process:

- Basic Awareness Safeguarding Training
- Foundation Level Safeguarding Training
- Raising Awareness of Domestic Abuse Training
- ACT Counter Terrorism Training
- GDPR Core Level Training
- Additional training as required



# The application process



To apply, please complete an application form online at [birminghamcathedral.com/vacancies](https://birminghamcathedral.com/vacancies)

Forms can also be downloaded from this section of our website and returned to [recruitment@birminghamcathedral.com](mailto:recruitment@birminghamcathedral.com).

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We are an equal opportunities employer. We welcome applications from all suitably qualified persons. However, as those of global majority heritage are currently under represented in our staff team, we would particularly welcome applications from those groups.

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For further information or an informal discussion about this role, please email Emma Kupsa at [recruitment@birminghamcathedral.com](mailto:recruitment@birminghamcathedral.com)



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