**Sample Virger Volunteer – Role Description**

**SUPERVISION:** Custos & Canon Precentor

**TIME COMMITMENT:** as per rota

**PURPOSE OF THE ROLE**: To assist in the Cathedral’s worship, by leading processions, preparing the building for worship and serving in the Cathedral’s sanctuaries.

**VOLUNTEER PROFILE:**

* A positive, friendly, helpful attitude.
* Enthusiasm for the Cathedrals’ worship.
* Ability to act with due reverence and courtesy.
* Ability to keep alert during worship
* Ability to relate to a wider range of people, including visitors and visiting clergy.
* Flexibility to learn.
* A willingness to attend training sessions, as required.
* To support the phased re-opening of the Cathedral after the Covid-19 pandemic lockdown.

**DUTIES**

* To assist the Custos and Virger team.
* When on duty, to report to the Custos or Virger at the start time specified on the rota
* Setting out clergy prayer books
* Leading clergy into worship, leading clergy and readers to lecterns and pulpits
* Being aware of special arrangements
* Enforcing the Cathedral’s policy of not allowing photography during services.
* Monitoring the safety of the congregation during services and, where appropriate, alerting the Custos or Virger to any concerns
* Assist with tidying up after services.

**EXPECTATIONS**

* An understanding of and empathy with the operations of a working Cathedral as we emerge from lockdown.
* To adhere to all government and on site social distancing guidelines.
* An understanding of and empathy for the Mission and Values of the Cathedral.
* An interest in worship and liturgy
* An eye for detail
* To be a representative of the Cathedral at all times and to treat other volunteers, staff and visitors with respect and consideration.
* Volunteers are expected to dress and conduct themselves appropriately for the environment in which they are assisting and to wear a cassock and black shoes when rehearsing and preparing for worship, and to wear a gown during worship.
* Volunteers should be familiar with the Cathedral Health and Safety Policy and the Safeguarding Guidelines.
* Volunteers are expected to notify their Manager if they are unable to attend for their volunteering session.
* To respect and maintain confidentiality.
* To be prepared to do extra duties for large services and festivals, especially over Christmas, Holy Week and Easter, for ordinations and other special services.
* To work as a member of a team

**TRAINING**

All volunteers must undergo

* Safeguarding Training – Level C0

*A higher level maybe required depending on the role*

Education Guides also require

* Enhanced DBS check

Induction training which will include

* Health & Safety
* Fire
* Security
* 1st Aid

**The Cathedral is committed to safeguarding children, young people and**

**vulnerable adults**

**SAFEGUARDING RESPONSIBILITIES**

* Implement safe and healthy working practices
* Risk assess all activities
* Listen to other workers and volunteers
* Protect yourself
* Tell the Cathedral Safeguarding Rep or Clergy of any safeguarding concerns, however minor.
* Attend any Safeguarding training at the appropriate level for your role
* Induct and train others where this is possible.

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| **Do** | **Don’t** |
| * Report all concerns about safety or well-being of an individual to the The Cathedral Safeguarding Rep, The Diocesan Safeguarding Team or to the Police (where there is an immediate risk of harm to a person) * Carry out a personal risk assessment for lone working if appropriate * Keep a written record of all incidents or disclosure (signed and dated) | * Offer confidentiality when you have a duty to report all concerns for safety * Investigate disclosure; simply get clarification of detailed and report the information shared |

**BENEFITS**:

* Active participation in the life of the Cathedral
* Excellent training, including occasional access to experts and specialists
* Meeting and sharing knowledge with visitors from across the world
* Skills and CV development
* A digital parking permit on the Cathedral’s ANPR system for use when on duty on a first come, first served basis.
* Refreshments available (see bullet point 6 of additional information).
* Access to 2 of the 10 free tickets allocated to Volunteers per Cathedral organised event on a first come first serve basis
* 10% discount in the Cathedral Shop and Café (subject to them re-opening).

**SPECIFIC BENEFITS:**

* You play an important role in helping facilitate the Cathedral’s emergence from lockdown.
* You become part of a passionate and dedicated team.
* You play your part in a historic moment in the life of the Cathedral.

**SPECIFIC TRAINING:**

* Attend a bespoke training/induction session prior to starting your first shift.
* Depending on additional advice received from the UK government or Church of England, you may be required to attend additional sessions.

**ADDITIONAL COVID-19 INFORMATION:**

Every member of staff and volunteer must also take responsibility for their own **personal safety and that of others**:

* If you are advised to shield by the government we do not recommend that you volunteer.
* Volunteers must not have shown any symptoms at least 14 days in advance of attending.
* If you have any symptoms including a dry, persistent cough, high temperature or loss of smell and taste you must not attend and should seek medical advice and inform the Cathedral immediately.
* Volunteers will be asked to adhere to guidelines and protocols around personal hygiene and social distancing.
* Volunteers may be required to wear PPE.
* Refreshments are not able to be provided. Volunteers will need to bring their own to avoid cross contamination.

Dress code is smart casual and your ID badge must be visible at all times. You are recommended to wash and change your clothes each day.

*Reviewed December 2020*