

SOUTHWARK

◆ CATHEDRAL ◆

Choir Verger | Applicant Pack

Job Title:	Choir Verger
Reports to:	Dean's Verger and Canon Precentor
Key Relationships:	Vergers' team, Clergy and Chapter members, Music Department (Director of Music, organists, choir staff), Facilities and Security staff, Volunteers and community group leaders, Cathedral Safeguarding Officer
Start Date:	ASAP
Salary:	£26,000
Hours of Work:	35 hours per week. Variable shifts, including early mornings, evenings, weekends, and public holidays. Flexibility essential, especially during major liturgical seasons.
How to apply:	Please complete the application form on the Church of England Pathways website here by 11.59pm on Sunday 2nd November 2025.
Interviews:	Monday 10 th November

Introduction to the Cathedral

Southwark Cathedral has been a place of Christian worship for over 1400 years. Now it stands on the vibrant and exciting regenerated south bank of the Thames surrounded by cultural venues such as Tate Modern, Shakespeare's Globe and Borough Market, the offices of major companies as well as schools and diverse residential communities. It is an inclusive Christian community that offers a welcome to all.

The Cathedral's mission, ministry and musical tradition are core to its life as a Cathedral and a parish church serving the community. It also relies on the valuable financial contribution made by its income generating activities such as its shop, café, conference rooms, corporate events and concerts. It is a very busy place, attracting 200,000 visitors a year to the Cathedral, its churchyard and medieval herb garden. The Cathedral relies on a small but dedicated team to be inclusive and welcoming to all.

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Our Vision & Values

Southwark Cathedral's original foundation was a Priory with a community that lived by the rule of St Augustine, written around 400 AD. Augustine begins his rule with the words, 'Before all else, love God and then your neighbour, because these are the chief commandments given to us'. Our renewed vision of 'making space for love: with Heart, Mind and Soul, finds its inspiration in our spiritual heritage. Our mission and objectives combine in what we are calling the pathways for realising our vision. The pathways through which we will make space for love of God and neighbour are:

Objective 1: Rooted in Christian faith - to be a place of hospitality, exploration, imagination and kindness. We will be a Cathedral that rejoices in making space for all people to flourish and grow in heart, mind and soul.

Objective 2: Heart - to keep the heart healthy in London by a commitment to social justice, upholding the human dignity of all people and of every age.

Objective 3: Mind - to help people both live faithfully and think critically, being a place of learning and discovery.

Objective 4: Soul - to be a school for the soul, a place for enrichment of the inner life through prayer, our Cathedral building, the arts, and community.

Our Values

Integrity, Kindness, Justice, Courage

Role Overview

The Choir Verger supports the daily worship and life of Southwark Cathedral through practical, ceremonial, and hospitality duties. This entry-level verger role focuses on the preparation and smooth running of the Cathedral's daily liturgy, the welcoming of visitors and worshippers, and the upkeep of spaces to the highest standards.

The postholder will work flexibly within the verger team, supporting colleagues in a wide variety of tasks — from setting up for worship to assisting with public events. The role demands patience, calmness under pressure, adaptability, and a commitment to the Cathedral's mission.

At the heart of this position is safeguarding: ensuring that every child, young person, and vulnerable adult who engages with the Cathedral does so in a safe, respectful, and supportive environment.

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Key Duties and Responsibilities of all Vergers

Care of the Cathedral Church and Buildings

- Maintain the Cathedral and all associated buildings in good order and cleanliness.
- Work collaboratively to ensure all Cathedral environs are free of litter and well-kept.
- Facilitate maintenance work arranged by the Facilities Manager, granting access as needed for workers.
- Conduct regular checks of liturgical spaces, furnishings, and building fabric to identify damage, wear, or maintenance needs; promptly report findings to the Dean's Verger and facilities staff.
- Perform additional duties as required under the direction of the Dean's Verger and/or Precentor.

Worship & Event Preparation

- Set up worship spaces for daily services, feast days, and special events.
- Ensure altar linens are clean and in good repair, notifying the Dean's Verger when replacements are needed.
- Maintain altar frontals, hangings, and banners in accordance with the current liturgical season.
- Operate the Cathedral sound system and assist with simple audiovisual or lighting equipment (e.g., microphones, livestream controls) when required.
- Maintain a calm, reassuring presence during services and events, remaining attentive to safeguarding and pastoral needs.
- Assist with the setup and removal of displays, exhibitions, and notices within the Cathedral.
- Support the arrangement and restoration of furniture and staging for concerts, plays, and services.

Health & Safety, Safeguarding & Security

- Assist in implementing practical safety measures for services, community gatherings, and events.
- Monitor the Cathedral complex for security, regularly checking the site and providing a visible presence alongside welcomers, day chaplains, and stewards.
- Work with the verging team to uphold Health & Safety, Safeguarding, and Unacceptable Behaviour policies.
- Record and escalate health & safety or safeguarding concerns according to Cathedral policy, as needed to the Dean's Verger, Safeguarding Officer, or Health & Safety lead.

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- Promote safeguarding awareness throughout all Cathedral activities, following Church of England and Cathedral best practices.

Care of Valuables and Monies

- Ensure all collected monies are placed in the safes at regular intervals and kept secure until banked.
- Take responsibility for the care of the Sacristy's contents.

Hospitality & Welcome

- Foster a climate of welcome that reflects Christian values, collaborating with Visitor Engagement, Events teams, Day Chaplains, and Cathedral Guides.
- Support and inform visitors, offering a listening ear to ensure everyone feels valued, respected, and safe, and directing enquiries to the appropriate colleague as needed.
- Maintain a calm and approachable presence for all Cathedral users, promoting inclusion, hospitality, and safeguarding at all times.

Teamwork & Guidance

- Collaborate as part of the vergers team alongside clergy, volunteers, and Cathedral staff to ensure smooth daily operations.
- Share operational updates with colleagues to promote excellent communication and consistent service.
- Participate in team meetings and relay pertinent information as required.
- Provide guidance and practical support to colleagues, modelling professionalism, patience, and respect in all interactions.
- Help foster a safeguarding culture across the team, ensuring best practices are maintained.

Specific Duties and Responsibilities of the Choir Verger

Liturgical Services

- Serve as Choir Verger on all formal occasions, appropriately attired in cassock and gown.
- Participate in Cathedral services according to established traditions and the guidance of the Dean and Chapter.

Choir & Music Area Care

- Ensure the Song School, Organ Loft, Choir Stalls, and all other choir-related spaces are kept clean, tidy, and well-presented.

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- Monitor the condition of choir areas and promptly report any required maintenance to the Facilities Department.
 - Support the Music Department in maintaining safe and orderly spaces for choristers, musicians, and staff.
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Qualifications & Skills

Essential:

- Calm, patient, and welcoming manner.
- Willingness to work flexibly across shifts, evenings, and weekends.
- Good physical health to perform lifting and moving tasks.
- Open-minded and adaptable to a wide range of people and situations.
- Basic technology skills (e.g. email, printing, simple AV operation).

Desirable:

- Practicing Christian, preferably with knowledge of Anglican worship.
 - Experience in hospitality or customer service.
 - Previous experience in a church, heritage, or public venue environment.
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Key Attributes

- **Calm Under Pressure** – remains composed and helpful in busy or unexpected situations.
 - **Welcoming** – offers warmth and hospitality to all.
 - **Adaptable** – responds positively to changing plans or needs.
 - **Respectful of Worship** – maintains reverence for the liturgy and the Cathedral's role as a sacred space.
 - **Team-Player** – works well with colleagues to achieve shared goals.
 - **Safeguarding-Focused** – committed to creating and maintaining a safe environment for all Cathedral users.
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Why This Role Matters

The Choir Verger is a key part of the Cathedral's daily rhythm, ensuring worship is conducted with dignity, order, and welcome. Through a balance of practical service, hospitality, and flexibility, this role supports the Cathedral's mission to be a place of prayer, beauty, and community for all who enter.

Southwark Cathedral is committed to being an Equal Opportunities Employer. We believe in promoting and building a diverse and inclusive team, and workplace, culture and governance structures that are welcoming to and respectful of all. We welcome applications from all suitably qualified people whatever their ethnicity, background, age, disability, long term condition, sexual orientation, gender identity, or any other characteristic protected by law. Safeguarding is at the core of all we do. We follow best practice for Safer Recruitment.

Appointment to this role is subject to an enhanced DBS check and the successful completion of safeguarding training.

Terms and Conditions

Working Hours

The working hours shall be 35 per hours a week (exclusive of meal breaks), normally consisting of five 8-hour shifts. Shifts operate between 07.00-23.00hrs seven days a week. When the needs of the Cathedral demand, you may be expected to work at such times outside those normal hours as may be necessary for the property completion of your duties.

Annual Leave

25 days paid leave per annum including statutory bank holidays and an extra day at Christmas. After 10 years' service, an additional 5 days paid leave (pro-rata).

Probation

The appointment is subject to the satisfactory completion of a six-month probationary period.

Season ticket loan

Once the probationary period has been completed satisfactorily, the person appointed will be eligible to take out a season ticket loan.

Pension

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The person appointed will be eligible to join a defined contributions pension scheme managed by the Church Workers Pension Fund. The Cathedral will contribute half of the annual premium of 10% of salary.

Working Expenses

Reasonable out of pocket expenses will be reimbursed.

Privacy Notice For more information on how Southwark Cathedral processes applicant data, please refer to our HR Privacy Notice on the Vacancies page on the Cathedral website: <https://cathedral.southwark.anglican.org/about-us/job-vacancies/>