

Wimborne Minster – Verger duties

Vergers are a team of staff under the direction of the Rector and Church Wardens and some of these tasks under the supervision of the Facilities Manager. Vergers are required to prepare for and facilitate the smooth function of divine worship in The Minster (and occasionally Church House) and to supervise the building during times when it is open and to both prepare and maintain it for opening. This includes preparing the holy vessels and altars, services sheets, candles etc.

The verger unlocks and locks, moves chairs and furniture, and assists in building and dismantling the staging for concerts as required.

The verger cleans (sweeping floors, cob webbing, mopping occasional spills) and tidies (removes refuse, empties bins, and reorganises furniture). Tidies Vestries. Cleans Staff W.C.

The verger often operates the sound desk during divine worship, playing pre-recorded music at Weddings and Funerals. Otherwise, the verger switches the sound desk on and prepares the various microphones and stands as necessary.

Liaises with Rector, clergy, local & visiting, PCC officers and those on rota, providing assistance.

Liaises with any other volunteers in church, especially the Families Worker, Minster Guides, Chained Library Volunteers, Counters, Altar Servers.

Welcomes visitors but not to the exclusion of his/her duties.

Escorts tradesmen and other similar official visitors for inspections, survey etc.

Ensures the security of the Minster.

Winds the model clock and empties the Chained Library dehumidifier tank, daily.

Attends occasional planning meetings in working hours.

Responds to correspondence (mainly email).

Generally, maintains a constant presence in the Minster during opening times.

Holidays need to be scheduled for the smooth running of The Minster, strictly by agreement. Vergers should be available to staff the major Festivals of the Church Year: Advent (many carol services and concerts), Christmas; Eve and morning, Candlemas, Ash Wednesday, Holy Week (Easter Dawn Service & Easter Festivals), Ascension Day (Thursday evening), Patronal Festival (Sunday nearest to 31st August), Remembrance Sunday and Armistice Day (11th November). Holidays must therefore be taken at other times.

Minster Opening Hours

Sundays 7:30am – 1:00 pm & 5.15pm - 7:30pm (Two separate verger shifts, presently 5 hours am and 3hours pm)

Mondays to Saturdays 10am – 4pm

Unlocking up to 15 minutes before opening and locking 15minutes after closing. (Sunday midday locking by congregation). Some additional hours may be requested to assist with occasional concerts and services.

Normal pattern of worship service is:

Sundays

8:00-9:00am BCP Holy Communion

9:30-10:45am Parish Communion – Duty verger robes for this and processes

11:15am-12 Noon Minster Praise

1:00pm Baptisms (occasional)

6:30pm-7:30pm Choral Evensong (sometimes said) – Duty verger normally robes for this and processes.

Wednesdays - 11am Holy Communion

Weddings, Funerals or any special event by agreement – flexible working is required.