



TEWKESBURY
ABBAY



Casual Verger
Recruitment Pack 2026



Welcome, and thank you for your interest in the role of Casual Verger at Tewkesbury Abbey.

Tewkesbury Abbey is one of the great sacred spaces of England: a place of daily worship, rich heritage, and mission at the heart of our town. For over nine centuries, this Abbey has stood as a beacon of faith, hospitality, and service, drawing together local worshippers, pilgrims, and visitors from across the world. Today, we remain committed to being both a living parish church and an open, shared space for the flourishing of our wider community.

At the core of our life is a deep commitment to the Anglo-Catholic inheritance of the Church of England. We believe that worship should offer a transcendent horizon to our lives, providing those who enter with glimpses of divine glory. Our rich choral and liturgical traditions- sustained by exceptional music and dignified ceremonial- are not mere performances, but a threshold where heaven and earth meet.

The Verger Team plays a vital and sacred part in this calling. This is a ministry rooted in service and care. We are seeking someone who understands that the meticulous attention to detail required in our worship- from the care of vestments and vessels to the choreography of the liturgy- is itself an act of devotion.

You will support the Head Verger to ensure that the Abbey's liturgical life is offered reverently, seamlessly, and confidently, providing a steady, prayerful presence that supports our clergy and choirs. Alongside this sacred focus, the Verger Team must navigate the varied and busy life of a major heritage church. Our Abbey hosts daily services, major festivals, civic occasions, concerts, and community events; you will help hold all of this together with grace, attentiveness, and calm authority.

We recognize that the Verger Team is often the face of the Abbey. Whether welcoming a regular worshipper, guiding a pilgrim, or assisting a first-time tourist, the warmth and professionalism of your welcome speaks powerfully of the God we serve. The successful candidate will therefore be someone who combines superb organisational skill with a sense of humour and a genuine love for people. In return, we offer the opportunity to serve in an inspiring setting, to work alongside a committed team, and to play a key role in shaping the daily witness of Tewkesbury Abbey.

Above all, this is a role of vocation as well as responsibility. If you are someone who has a deep appreciation for the beauty of holiness, and who takes pride in serving God and God's people through careful preparation and hospitality, we would be delighted to hear from you.

Wishing you peace and every blessing

Father Nick Davies
Vicar of Tewkesbury



Tewkesbury Abbey

Tewkesbury Abbey is one of England's finest examples of Norman architecture and a landmark of national and regional importance. Founded in 1087, the Abbey has stood at the heart of Tewkesbury for nearly a thousand years, serving as a place of worship, heritage, and community life. Renowned for its soaring Romanesque nave, Medieval stories, and rich musical tradition, the Abbey welcomes hundreds of thousands of visitors and worshippers each year.

Alongside its historic significance, Tewkesbury Abbey operates as a dynamic and forward-looking organisation. Today, the Abbey functions not only as an active parish church, but also as a major visitor attraction, cultural venue, and centre for community engagement. Modern operations include the delivery of daily worship, choral music, concerts and events, heritage conservation, education programmes, and visitor services such as tours. The Abbey is supported by a small professional team and dedicated volunteers who work together to balance the care of an internationally significant building with the needs of a vibrant modern operation.

Working For Us

Working at Tewkesbury Abbey offers the opportunity to contribute to a unique organisation where history and tradition sit alongside professionalism, innovation, and public engagement, all within a collaborative, welcoming and fun environment. Not all roles require a practising faith, but all employees are invited to work in a culture shaped by integrity, collaboration and service.

The Abbey places high priority on health, safety and wellbeing, offering mental health support, stress management and occupational health referrals. Employees benefit from a strong commitment to work/life balance, including a maximum working week, flexible working options from day one, and the ability to request arrangements such as part-time hours, job-sharing or home working where roles allow. Generous leave provisions include annual leave, time off in lieu, family-friendly policies, carers' leave and compassionate and parental bereavement leave, ensuring staff are supported during all stages of life.

Application Process

To apply for this position please send a completed Application Form via email to mark.taylor@tewkesburyabbey.org.uk. We hope to hire two or three outstanding candidates for this position, and there is no deadline for applications; we will conduct interviews as we receive applications for the position. We recommend early applications, as once we have enough people we will close this recruitment. Applications can also be posted, please send a completed Application Form to: Recruitment Team, Tewkesbury Abbey, Church Street, Tewkesbury, Gloucestershire GL20 5RZ.

If you would like an informal discussion regarding the role, please contact Mark Taylor, Head of Operations at the above email address, or by telephone on 01684 856141. Due to the large volume of applications we are unable to provide feedback to non-shortlisted applicants.

Applications will be judged only against the criteria which are set out in the job description and person specification, and applicants should ensure that their applications explain how they meet each of the selection criteria for the post using examples of their skills and experience. This may include experience gained in employment, education, or during career breaks.

Tewkesbury Abbey is committed to fairness, consistency and transparency in selection decisions. Members of the selection panel will be aware of the principles of equality of opportunity, fair selection and the risks of bias. Applications are particularly welcome from candidates with global majority backgrounds, who are under-represented in Abbey staff.

Job Description: Casual Verger

Job Title	Abbey Assistant
Employer	Tewkesbury Abbey
Line Manager	Head of Operations
Days and Hours	Casual contracted zero-hours role. The post holder's working hours will be as part of a rota as required by the business, with no minimum working hours per week. Hours offered will likely include weekends, with occasional evening working when required for planned events and activities.
Place of Work	On-site at Tewkesbury Abbey, Church Street, Tewkesbury, GL20 5RZ
Salary	£14.25 per hour (includes rolled-up holiday pay)
Date of Issue	July 2026

Overall purpose of Job

To provide practical verging support that contributes to the smooth running of the Abbey, assisting with services, events, and other activities as required. Working as part of the Verger Team, the Casual Verger helps ensure that worship and hospitality are delivered with care, dignity, and professionalism.

Working closely with the clergy, verger team, and wider church staff and volunteers, the role supports the preparation of the Abbey for services and events, assists with day-to-day operational tasks, and helps maintain a welcoming, safe, and well-presented environment for all who visit. The Casual Verger plays an important part in supporting the church's mission and ministry through flexible, reliable, and practical assistance.

Key Responsibilities

- To deliver the overall smooth running of worship and events in the Abbey, in its preparation, delivery and follow up.
- Working on a shift basis in order to provide a high quality of service to clergy, congregation and visitors.
- Ensure full compliance across health & safety and regulatory requirements, maintaining accurate records and implementing robust policies (e.g. safeguarding, GDPR).
- To support the Vicar and ministry team by carrying out ceremonial duties during Abbey services.
- To support the Abbey's ethos of being welcoming to all visitors.
- To support the Abbey's business needs and to participate in the Abbey's strategy to increasing revenue, through events, visitor donations and fundraising.
- To be a hands-on member of the team working in partnership with colleagues, volunteers and members of the congregation for the flourishing of the Abbey as a spiritual, cultural and heritage resource to the town, region, nation and church.

Responsibilities and accountabilities	Nature and Scope of Role
To set up services and ensure correct liturgy	• Ensure the Abbey is prepared for all services and related events (including weddings, funerals, civic events, and special services). • If required deputise for the Head Verger at services in the Abbey and work alongside the other Abbey Assistants as part of these occasions. • Where required brief stewards for services and events in relation to logistical operations and health and safety requirements. • In the Head Verger's absence where required support the Vicar for in planning of special services and in provision of all Abbey worship. • When directed be responsible for sound and light systems in the Abbey and ensure they are in good working order, regularly tested and that the Abbey Assistants are trained on how to use and maintain them. • Ensure all liturgical furniture, plate, ornaments, and vestments are maintained to the highest order. • When required ensure the live streaming of services. • Undertake regular Working at Heights training to undertake maintenance and candle placements at height and supervise as required others working at height.
To participate in an effective and motivated Verging Team	• To undertake tasks as directed by the Head Verger and to be collaborative in the exercise of verger duties within the team • To attend operational meetings • To attend 1 to 1 meetings as required • To work with the Head of Operations to ensure that the Abbey is fully operational for activities and events
To proactively liaise, and work collaboratively with Abbey staff, volunteers, and others to ensure the smooth running of Abbey worship and events	Casual Vergers will be required to undertake caretaking duties including: • Locking and unlocking the building • Being the nominated person responsible for the safety and security of the building and users (including reporting of accidents and other incidents and calling in medical assistance if necessary) • Acting as First Responder under the Abbey's Emergency Plan, including managing evacuation from the building in conjunction with the Stewards and liaising with emergency services • Carrying the Duty radio and telephone (which must be on and charged at all times) • Operating lighting and sound for services and events • Operating the Live Streaming system
Site security and Health and Safety	• Be familiar with the Health and Safety Policy and Martyn's Law and to adhere to it at all times • To be able to operate all technical systems in the abbey relating to fire and security • To follow Risk Assessments as required • To undertake First Aid, Manual Handling and Working at Height training
To support events	• Ensure the physical preparation of the site for each booking/event. • Participate in the erection and dismantling of the various styles of staging. • Ensure that a professional service is provided to all users of Abbey services and events.

	• Ensure the sound and light systems in the Abbey are in good working order, regularly tested and that the Abbey Assistants are trained on how to use and maintain them. • Ensure the Abbey is always clean and presented to the highest standards; to ensure there is a robust and sensible cleaning regime in place. • Take responsibility when required for the supervision of on-site contractors and event organisers.
To act on a shift basis as Duty Verger of the Abbey	• Undertaking and supervising the preparation for future services as directed by the Vicar and other members of the ministry team • Ensuring proper handover and feedback takes place • To be responsible for the security of cash collected at services
Welcome and Pastoral Support	• Consistently upholding the Abbey's welcoming values and maintaining a courteous and friendly approach towards colleagues and visitors. • To provide a warm welcome to all Abbey visitors and maintain high levels of customer service • To exercise compassion and understanding with vulnerable people who visit the abbey, without encouraging a dependency culture or being away from place of duty and thereby compromising security • Working in conjunction with the Clergy to be the first point of contact for visitors in need of pastoral support or who are in distress. • Provide information for those in need, signposting to services and support resources available to them

Generic Responsibilities	
1	The role requires the post-holder to work at weekends, bank holidays and evenings. It is expected that successful candidates will work on Sundays.
2	To ensure that all health and safety instructions are followed and that care is taken to ensure safety for self and colleagues, reporting concerns immediately.
3	To undertake when requested other duties as may reasonably be expected.

Safeguarding

Tewkesbury Abbey is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment, to work within the policy and procedures of the relevant safeguarding policy and are required to attend all relevant safeguarding training. Appointment will be made under CoFE safer recruitment framework. Further details can be found here: www.tewkesburyabbey.org.uk/safeguarding

Data Privacy

Please note that any personal data submitted to Tewkesbury Abbey as part of the job application process will be used only for the purposes of determining suitability for the post and processed in accordance with the General Data Protection Regulations (GDPR) and related UK data protection legislation. For further information, please see the Tewkesbury Abbey Privacy Notice available [here](#).

Person Specification: Casual Verger

Attributes	Job Requirements (Essential or Desirable)
Experience	Essential: • Experience of line managing staff and leading teams. • GCSE or equivalent Desirable: • Experience as Verger in parish church, larger parish church or cathedral. • Practical experience in a venue, major church, cathedral or similar context. • Working knowledge of, and interest in, worship and liturgy in the Anglican Church • Experience with Manual Handling and First Aid
Skills	Essential: • Excellent communication skills, sometimes in challenging environments. • Aptitude for dealing with some technical systems in the abbey. • Attention to detail. • IT literate, including email and good working knowledge of Microsoft Office. Desirable: • Knowledge of the security and maintenance needs of a public building. • CEGV qualification. • Understanding of safeguarding for vulnerable adults. • Current first aid & working at height training certificates.
Personal Attributes	Essential: • A flexible, can-do attitude to problem solving. • Proactive, positive and forward thinking • Resilient, with an ability to remain calm during emergencies or when handling "on-call" situations. • High level of discretion and confidentiality, and an ability to act with dignity when on ceremonial duty. • Excellent interpersonal skills, able to build trust and rapport swiftly with a wide range of stakeholders, and a sense of humour. • Friendly and approachable, with a desire to contribute to the life and ministry of the Abbey. • An advocate for change within an organisation, and willingness to try new ideas and implement change.
Physical/Other	Essential: • In sympathy with the inclusive Christian ethos of the Abbey • Able to reach all areas of the Abbey and associated buildings without assistance, including using steps and ladders, carry heavy loads and do such physical work as is required. This regularly includes stage construction and moving chairs.