

# VERGER POLICIES

(draft 8/1/11)

All vergers shall serve at the pleasure of the Dean.

There shall be eight processional vergers appointed to serve at Christ Church Cathedral. Other vergers (non-processional) may be appointed as needed, i.e. docent and scheduling. All vergers must be baptized and confirmed in the Episcopal church and must also complete the Prevention of Sexual Misconduct training provided by the Diocese.

The Head Verger (HV) and Assistant Head Verger (AHV) shall be selected by the Dean to serve for a period of two years. The position of Head Verger shall be recognized as a non-stipendiary staff position.

To be eligible to serve as Head Verger or Assistant Head Verger, one must have completed the course designed by the Vergers Guild, and be recognized as a Fellow of the Guild.

After the two year period, the Assistant Head Verger shall become Head Verger with the approval of the Dean and a new Assistant Head Verger shall be appointed. In the event no verger wishes to assume the position of the AHV, the Dean shall determine the need for this position and make adjustments. The Head Verger shall not be reappointed for a period of one year.

- I) The duties of the Head Verger shall be:
  - a) Liaison between the Dean and vergers
  - b) First contact by staff for service needs and assignments
  - c) Attendance at weekly liturgy meetings with report to the vergers; the HV may designate another verger to attend meetings in their absence.
  - d) To train the Assistant Head Verger
  - e) To assist the Dean, Bishop and Diocesan Liturgical Committee with Diocesan services held at the Cathedral

- II) The duties of the Assistant Head Verger shall be:
- a) To assist the Head Verger
  - b) Second contact if the Head Verger is not available
  - c) To fill-in at liturgy meetings if the Head Verger is not available
  - d) Coordinator of training of lectors, Lay Eucharistic Ministers, home communion teams, greeters, and tracking of continuing education.
  - e) Maintain documentation and keep licenses up to date.
- III) Duties of all vergers shall be:
- a) Hospitality to the parish and visitors – to greet visitors.
  - b) To endeavor to complete the Vergers course of training designed by the Guild of Vergers of the Episcopal Church in a timely manner
  - c) To participate in liturgy and services as directed by the Dean
  - d) To maintain the confidentiality of information obtained because of the position as a Verger
  - e) To recruit, train and nurture acolytes, lectors, and chalice bearers
  - f) To coordinate and work with altar guild, greeters, ushers and sound technicians
  - g) Regular attendance and participation in all services and opportunities for education at the Cathedral
  - h) Vergers may be assigned special duties by the Dean which may be, but not limited to:
 

1) Acolyte Master	11) Verger for schedules
2) Liaison to Altar Guild	12) Dean's Verger
3) Liaison to Ushers	13) Canon's Verger
4) Liaison to Choir Master	14) Pastoral Care Verger
5) Trainer of Lectors	15) Outreach Verger
6) Trainer of Lay Eucharistic Ministers	16) Verger for other
7) Keeper of Lay Vestments	special services
8) Verger for funerals	
9) Verger for weddings	
10) Verger for baptisms	