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| **Head Server****Role Profile** |  |

**Purpose of Role:** A voluntary role to lead, organise and supervise the team of Cathedral Servers who assist in worship by serving at the altar during the Cathedral Eucharist and undertaking the duties of a server at other special services.

**Key Tasks:**

Servers carry out liturgical roles at the Cathedral Eucharist, midweek festal/solemn Eucharists, Choral Evensong/Mattins on Sundays and other special services throughout the liturgical year, including Holy Week and Advent/Christmas.

The roles of a server include the following:

* Carrying the cross in procession
* Carrying tapers/torches in procession
* Assisting in the preparation of the altar and serving at the altar
* Assiting with the ablutions
* Carrying and administering the thurible or carrying the boat when incense is used
* Holding the book for the president/officiant
* Deputising in other liturgical roles as necessary, including assisting in the administration of communion and reading
* Wearing the appropriate robes supplied by the Cathedral

The Head Server takes a full part in the team of Servers and takes responsibility for the following either themselves or by deputising to other members of the team under their supervision:

* Liaising with the Dean’s Verger and Canon Precentor about required Server duties for upcoming services
* Compiling a rota so that all Server duties are adequately covered
* Recruiting new Servers in accordance with the Cathedral’s policy for recruiting volunteers and liaise with the Volunteer Manager in relation to keeping adequate records
* Training Servers under the direction of the Canon Precentor
* Ensuring compliance with the Cathedral’s safeguarding policies
* Implementing and ensuring compliance with the Cathedral policies in relation to children and vulnerable adults who are Servers
* Working with the Canon Precentor to set up and lead a Servers’ Company/Guild for the Cathedral.
* Liaising with head servers at other cathedrals (in particular, Canterbury) in relation to joint services and social/training events for servers

**Person Specification**

**Attributes:**

* Adaptable, willing to embrace change and willing to undertake a variety of roles and tasks
* Knowledge of the liturgical year and liturgical practice appropriate for cathedral worship
* Appreciating and displaying dignity and reverence in worship
* Punctual, organised and prompt in responding to communications
* Enjoy leading and being part of a team
* Comfortable with communication by email and completing online forms for availability

**Time Commitment** Varied, depending on time of year and liturgical requirements

**Training:**

* Undertake mandatory Safeguarding - Basic Awareness and Foundation Training
* DBS check required
* Follow the Cathedral Health and Safefty Guidelines

**On behalf of Chapter:**

* Being a good ambassador, exhibiting behaviour and dignity appropriate to the nature and work of the Cathedral, thus maintaining an excellent reputation for the Cathedral
* Checking in and out with the Duty Vergers - recording personal hours of volunteering
* Reporting any serious issues, concerns, accidents and emergencies promptly to the Duty Verger
* Complying with, supporting and actively promoting Cathedral policies and practices at all times
* Attending such training and development opportunities as deemed necessary by Chapter to effectively fulfil the role and volunteer in compliance with Rochester Cathedral’s Health & Safety Policy at all times
* Complying with the Safeguarding guidelines and policy
* Meeting mutually agreed time commitments, giving reasonable notice of absence to the Canon Precentor so that alternative arrangements can be made
* Willing to propose ideas for improvement and be prepared to receive performance related feedback

**Key internal contacts:**

Volunteer Manager: Sandy Struben

Canon Precentor: Matthew Rushton

Head Server:

Head Verger: Colin Tolhurst

Dean's Verger: Joseph Miller

Duty Verger(s)

 **Prepared by:** Sandy Struben, Volunteer Manager and Matthew Rushton, Canon Precentor

 **Authorised by:** Gordon Giles, Canon Chancellor (on behalf of Chapter)