

Job Description

Note:

Group 1: Must have DBS and Barring check

Group 2: Must have DBS check

Group 3-5: No DBS check.

Role: Church Booking Secretary

Group: 3 Workforce (Child/Adult): None

Volunteer Role Outline

Role information:	The bookings secretary will assume responsibility for the hiring of the church premises and liaison with hirers
Location:	Local Church
Responsible to:	Property Steward, Presbyter & Church Council.
Eligibility:	A confirmed member of The Methodist Church
Commitment:	Variable depending on the frequency of bookings

Key volunteer activities

- To accept bookings after consideration is given to the impact on other users and with regard to the church's lettings policy, in consultation with the management committee if thought necessary.
- To fill in a booking form and ensure the person or organisation making the booking is aware of the church's terms and conditions which are on the booking form.
- To ensure that bookings are entered in the church booking diary.
- To contact the relevant property stewards (management committee members) if arrangements need to be made about heating during winter months.
- To forward money, cheques etc, to the church treasurer.
- The Church Bookings Secretary is responsible for the TMCP Standard Church Room Hire Agreement document/booking form/issuing a copy of church safeguarding policy.
- To take responsibility for invoicing room hirers. A copy of each invoice must be sent to the Church Treasurer for them to mark as 'Paid' once the room hire fee has been paid in full.
- To take responsibility for ensuring a member/caretaker of the church to open and to close the church premises with each hire, or to liaise with the property steward to provide a key for regular users (including key holder forms).
- Depending on the size and type of event, to liaise with the Senior Steward regarding further assistance needed for the event.
- To bring any concerns regarding the Room Hire process to the attention of the Church Council.

Personal Skills

- Good interpersonal skills
- Able to maintain good and clear records at all times
- Access to Computer system/emails.

Boundaries

- Liaise with the Safeguarding Officer or Minister on any issues that may give cause for concern.
- To take responsibility for the safe-keeping of all documents relating to church bookings held on their own property. This includes fulfilling General Data Protection Regulations which require personal details to be kept in a locked cabinet or encrypted data file

Safeguarding

The role will be recruited using the Safer Recruitment Procedure of The Methodist Church and volunteers will need to complete the required recruitment forms, but No DBS check is required. Volunteers will be asked to provide all relevant documents for these checks.

Training and support provided

- Volunteers are supported by the Property Steward, Minister and Church Council
- Volunteers are required to attend safeguarding training; Creating Safer Space- Foundation Module renewable every four years.
- Expenses can be applied for

Appointment Period

Volunteers appointment is for three years with an additional three years on reappointment. It should not continue beyond six years. However, in exceptional circumstances the appointment can be extended, but only following a closed ballot at the Annual church Meeting.

This job description is approved by

Signed..... Date.....
(Church Council)

I have seen and accept the responsibilities of this role

Signed..... Date.....
(Applicant)

NAME:

CONTACT DETAILS: