

Role description for Church Hall Bookings Co-ordinator

Role: To oversee the letting of the Church Hall for regular and occasional events, organised by All Saints Church and by local residents and community group

Role Requirements:

To be: To be a person of integrity, called by God and approved by All Saints church, who serves in a gracious, Christ-like manner; and who treats each member of the parish with respect and dignity, as a unique individual created in the image of God.

To do:

- Be the first point of contact for any queries with respect to hall bookings (phone calls, emails, web enquiries or in person)
- Liaise with the Vicar/Churchwardens/PCC regarding suitability of groups wanting to hire the hall, if necessary
- Arrange for any new regular hirers to be approved by the PCC
- Organise and manage the bookings diary for the church hall, church and reading room; and to keep an online copy updated for use by the Church Administrator, Vicar and Churchwardens
- Show potential hirers around the hall if necessary, explaining any key points and terms
- Obtain completed signed Booking Form and Terms and Conditions Form for regular hirers on an annual basis and for one off bookings
- Obtain copy Public Liability certificates for regular hirers; and confirmation of DBS criteria being met by regular hirers if appropriate
- Write a short annual report for the Church Annual Report and Accounts
- Advertise availability of the hall – ie via the church and council websites etc. Ensure contact details regarding the hall are up-to-date on the church and community websites
- Work closely with the PCC Treasurer regarding payments for hall hire
- Accurately invoice and receive income from regular hall hirers on a termly basis and those hiring for one-off events – deposits and payments
- Keep clear, accurate and adequate records with supporting documentation for the income electronically and email a copy of a completed proforma to the PCC Treasurer/PCC Cashier on a monthly basis
- Pass on any income to the PCC Cashier. Liaise regularly with PCC Treasurer regarding BACS payments made by hirers; letters annually sent to hirers regarding hiring charges; the updating of Booking Forms and Terms and Conditions
- Hold copies of hall keys and organise accessibility of keys for hirers to collect/return
- Liaise with hirers if there are complaints/problems reported/created by hirers. Pass on any details to the Vicar/Churchwardens.
- Attend an annual meeting of the Administration Team at All Saints (including the Administrator, Hall Bookings Co-ordinator, Electoral Roll Officer, Website/Social Media Co-ordinator, Magazine Editor) for support and supervision by the Incumbent
- To be a member of the All Saints Safeguarding Team, meeting approximately every 6-8 weeks
- To read, adhere to and promote the church's Safeguarding Policy (www.cofeguildford.org.uk/safeguardingpolicy) including Safer Recruitment and Training requirements; and to adhere to all other policies of the church

Reports to: The Incumbent/PCC

Agreement: I agree to being the Church Hall Bookings Co-ordinator at All Saints Church, under the supervision of the Incumbent. I agree to comply with all aspects of the All Saints Safeguarding Policy (www.cofeguildford.org.uk/safeguardingpolicy), including recruitment and training requirements; and all other church policies.

Name (print and sign): _____

Incumbent: _____

Date: _____

Form approved April 2022