

Bookings Secretary

Background and introduction:

Thank you for agreeing to take on this role in the Church. The Methodist Church is committed to ensuring that the Church and its activities are safely carried out and those involved are provided with appropriate support.

For this reason:

- Officers, appointees and volunteers are given oversight beginning at the recruiting phase and continuing throughout their time in role.
- People who take on roles within the Methodist Church need to provide the names of two people who can vouch for their suitability for the role.
- All individuals in church roles must be aware of and adhere to the Church safeguarding policies, including reporting any concerns. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with their Minister (ministers name) or Safeguarding Officer [safeguarding officers name].

Bookings Secretary in [Name of Church]

Responsible to:

You will be under the supervision of the Church Stewards and the Minister of [Name of Church]

Purpose and Objectives:

Bookings secretary are responsible for taking booking requests to hire church premises.

Main Tasks:

- Main point of contact for the general public to hire church premises
- To issue booking contracts or licences to all hirers
- To confirm all hirers, have appropriate insurance and any other relevant paperwork
- To give access to hirers to church premises and to ensure premises are secured after use
- To collect payment from hirers and pass to the treasurer for banking

Mutual support and accountability

As a Bookings Secretary you:

- Are appointed from [Date] for 12 months (in accordance with CPD standing order 606-607)
- Will undergo an initial review after an agreed period and then as appropriate
- Will be offered support, guidance and appropriate training.

The persons you are responsible to will:

- Familiarise themselves with your role
- Help determine priorities for the work
- Ensure good communications at all levels

Roles undertaken in the life of the church are for the building up of the body of Christ. If it is felt that it is

no longer appropriate for you to undertake a role for any reason, either you, or the Church Council through the Minister, may arrange to end the appointment.

DBS

Some roles which involve direct contact with Children, Young People or Adults who may be at risk of harm will need to have a DBS check. These roles are clearly marked on the role description. A separate role description is undertaken for each role.

If in the role of bookings secretary there is any involvement with finances a satisfactory DBS certificate is required to be renewed every 5 years.

I have read and understood this role description.

Signed _____

Date _____