



Community of Christ

Position Description

Position Title:	Bookings Manager - Green Cathedral Chapel and Tiona Chapel
Status and Hours:	Permanent Part Time – 15 hours per week
Location:	A work from home position (based in Forster area)
Employer:	Community of Christ Ltd.
Supervisor/Manager:	Wendy Ballard - Pastor Green Cathedral Ministries
Pay and Allowances:	Social Community, Home Care and Disability Services Industry Award 2010-Social and Community Services applies

Information available upon request – the successful applicant would be provided with a computer, printer, mobile phone and internet connection.

About the organisation

Community of Christ (CofC) is a not-for-profit faith-based international organisation, with its head Australian office located in West Pennant Hills, NSW. Community of Christ is focused on the mission of Jesus Christ, with an emphasis on compassionate ministries, social justice, peacemaking and equipping people to become disciples of Jesus. Community of Christ has congregations in Australia (including in New South Wales, Queensland, Victoria and Western Australia).

CofC offers services for people who are disadvantaged, thus helping to fulfil Christ's mission of abolishing poverty and ending suffering. Its main focus is on the provision of accessible and affordable services to families and young people through family camps, congregational activities and support services. Its associated organisation, Saints Care Ltd, is the benevolent arm of Community of Christ.

Values

All employees are expected to exemplify the values of CofC, namely, to display respect for the worth of all persons, generosity, a commitment to safety, and quality of service. As Community of Christ is a faith-based organisation, its employees are expected to be respectful of its mission, purpose and values.

Background/purpose of the position:

To be the booking manager for the Green Cathedral Chapel and Tiona Chapel

Main Duties & Responsibilities to include, but are not limited to:

Answer enquiries for those wishing to book the Green Cathedral Chapel and the Tiona Chapel for Weddings, Funerals, Baby Blessings, Church Services and Events.
Take Bookings and enter into the Acuity Scheduling System.

Send and Receive Hire Agreements and Booking Information.
Schedule Rehearsals and respond to email and phone calls re the site.
Be responsible for arranging the cleaning/set up of the Green Cathedral and/or the Tiona Chapel.
In cases where the cleaner is unable to do the cleaning, then do the cleaning of those areas in preparation for bookings.
Liaise with the Cleaner/Set Up person of the Green Cathedral and/or Tiona Chapel and advise of upcoming bookings.
Check when donations have been made and add to client page.
Promote through social media and webpage images of events held at the Green Cathedral or Tiona Chapel.
Liaise with the supervisor on a regular basis and discuss any issues or relevant information needed to be shared.
Make sure clients know the standards required for the hire and use of the Green Cathedral and/or Tiona Chapel.

Key Competencies (Selection Criteria):

Qualifications:

Competent, personable phone and computer skills, including data entry and emails.
Attention to detail and maintain the continued up to date response to clients, and record of correspondence.

Experience:

The preferred applicant would be experienced in dealing with the public, and willing to work as a team with others. It would be beneficial to have a knowledge of Community of Christ and the story of the Green Cathedral.

A condition of employment is satisfactory completion of both a Criminal Records Check and Working with Children's Check prior to commencement of employment.

Partnership with Saints Care Ltd (Saints Care):

Community of Christ employees and volunteers, along with Saints Care employees and volunteers, agree to promote and support publicly each other's mission and activities in the following ways:

- Offering public support of Community of Christ *Mission Initiatives* found at <https://www.cofchrist.org/mission-initiatives> and the Principal Object of Saints Care found at <https://www.cofchrist.com.au/saintscare/>.
- Offering public support of donating to Saints Care and Community of Christ in support of our shared Mission Initiatives, Abolish Poverty, End Suffering and Pursue Peace on Earth.
- Working together to promote Disciples' Generous Response principles throughout the Australia Mission Centre in support of congregations and Saints Care projects.
- Being proactive in learning about the programs and projects of both Community of Christ and Saints Care.