



**GUILDFORD BAPTIST CHURCH  
MILLMEAD CENTRE**

**PA to the Pastoral Team and Bookings Manager  
JOB DESCRIPTION**

Reports to: Operations Manager

**Job Purpose**

This role has two overlapping functions, namely (1) to administer bookings of church resources, act as the Church’s “Front of House” manager for users of the Millmead Centre and (2) to assist the Pastoral Team in their roles as pastoral leaders of Guildford Baptist Church.

As there are slightly differing objectives, the key aspects for each function are listed side by side.

**Job Summary**

PA to the Pastoral Team	Bookings Manager
<ul style="list-style-type: none"> <li>To provide effective administrative and technical support to the Senior Pastor and Assistant Pastor(s) in carrying out their roles as pastoral leaders of the Church.</li> </ul>	<ul style="list-style-type: none"> <li>To act as the Church’s “Front of House” manager to ensure all visitors, conference &amp; meeting room users and church members receive a warm and efficient welcome to the Millmead Centre in a professional yet personal manner.</li> <li>To ensure the building is used in line with the overall Millmead Centre Strategy (to be developed) to ensure an appropriate balance of church community, external use and being cognisant of time required for maintenance and staff/volunteer “energy levels”.</li> </ul>

## Key Responsibilities

PA to the Pastoral Team	Bookings Manager
<ul style="list-style-type: none"> <li>• Support the Senior Pastor with his diary and his appointments.</li> <li>• Maintaining an electronic filing system of information in covering the various aspects of the Senior Pastor's work.</li> <li>• Provide assistance to the Pastors in the preparation of teaching and preaching material, electronic and hard copy, both at GBC and outside speaking engagements.</li> <li>• Arrange the termly service schedules, liaising with the Worship and PA Deacons and "All Age" contacts, distributing to various people as appropriate.</li> <li>• Support the Pastors with their correspondence and communication, travel arrangements, written and electronic, both internally within GBC and externally with other churches and organisations.</li> <li>• Act as lead organiser for the Senior Pastor and Assistant Pastor(s) to arrange specific events e.g. Pastors' Retreats, Preachers' Breakfasts, Alpha etc., and where appropriate attend the events in support.</li> <li>• Assist the Senior Pastor and Assistant Pastor(s) in arranging Weddings, Funerals and Dedications, preparing event plans, service sheets and liaising with external agencies e.g. Funeral Directors.</li> </ul>	<ul style="list-style-type: none"> <li>• Administration of room bookings (internal and external), parking and other bookable resources using the church's booking system.</li> <li>• Taking bookings, agreeing costs and issuing booking confirmations. Liaising with Clients to ensure their needs are met wherever possible.</li> <li>• Issuing monthly invoices for room hire.</li> <li>• Liaise with the Caretaking Team to ensure that rooms are arranged with furniture, equipment and refreshments as requested by the Hirers.</li> <li>• Where necessary, liaise with the Café Manager, Catering Deacon and Staff so minimise issues/possible conflict in resources.</li> <li>• Help to manage major events such as conferences, concerts or theatrical productions working with the event "champion" to ensure a successful outcome.</li> </ul>

## Person Specification

### Essential

- A committed Member of Guildford Baptist Church or regular attender willing to become a member.
- Spiritual Gift of administrative excellence.
- Proficient in English, both verbal and written.
- Ability to maintain confidentiality.
- Supportive and committed team player.
- Strong interpersonal skills.
- Proven communication skills both written and verbal.
- Proficient in computer skills, especially MS Word, Excel & PowerPoint, and use of the Internet and Social Media.
- Ability to be adaptable with a pro-active attitude to the work, anticipating issues with foresight.
- Ability to multi-task and give attention to detail.
- Willingness to work flexibly as required to suit workload and specific events.
- It is an Occupational Requirement for the post holder to be a practising Christian.

### Desirable

- Knowledge/experience of ChurchSuite.
- Conference/Event/Hospitality experience.

## Guildford Baptist Church staff values

- **Professional**  
We seek to maintain the best possible standards in terms of working practice; punctuality, honesty, efficiency, transparency.
- **Personal**  
We seek to bring the personal touch to our work, so that our professionalism is not cold or clinical, but warm and generous.
- **Prayerful**  
We seek to bring our work to God in prayer, rather than simply sorting things out on our own.
- **Patient**  
We seek to be forbearing of one another, recognising that in any team and in any church community there will be different styles of and personalities.
- **Passionate**  
Above all, we seek to be passionate, wholehearted followers of Christ.