



Role Description: Facility Use Coordinator (Part-time, Volunteer, On call)

The Facility Use Coordinator serves the church in a ministry of service and welcome.

Duties/Responsibilities

- Working with the Parish Administrator to liaise with new facility users regarding access, payment, furniture/equipment, setup, and cleanup
- Opening up, overseeing the setup and clean-up for special events bookings (concerts, speaker events, retreats...etc.)
- Managing access for wedding and funeral receptions as needed
- Managing keys for access to the church building

Responsible to (contact for support and resolution of any difficulties):

Churchwardens

Safe Church requirement: Criminal Record Check every 5 years, online Safe Church training

Honourarium: \$25/hr for supporting Special Events that require audio-visual support and rearranging of furniture