



**St Mary's Church, Thorpe**  
**Church Approach, Egham, Surrey, TW20 8TQ**  
Vicar: The Revd. Damian Stewart Miles, BTh  
*[www.stmaryschurchthorpe.co.uk](http://www.stmaryschurchthorpe.co.uk)*



**ROLE DESCRIPTION**  
**Rutherwyke/Wallace Room Bookings Secretary**

**Summary**

On behalf of St Mary's PCC, to coordinate the use of the Rutherwyke/Wallace Room and associated facilities in support of church activities and lettings. To ensure a safe working environment for all staff, congregation, hirers and visitors. To liaise with the Incumbent and Church Wardens in delivering their responsibilities.

**Tasks:**

- ❖ Works with the Incumbent and Church Wardens
- ❖ Oversees the bookings for the Rutherwyke Room and Wallace Room.
- ❖ Oversees and ensures payment of the cleaner.
- ❖ Identifies the need for replacement of equipment and ordering of toilet rolls, paper towels etc.
- ❖ Works with the PCC, the Incumbent and Church Wardens towards special events such as weddings, funerals and wakes, as well as seasonal services and events including harvest, Advent, Christmas, Epiphany, Holy Week, Easter Services.
- ❖ Works with the Wardens to ensure the buildings are kept secure.

The Bookings Secretary is supported in their role by the Church Wardens who provide general guidance and training opportunities.

**For the future:**

We aim to move away from a fixed calendar held in the Rutherwyke Room to an on-line diary system for bookings, which will allow various members of the team to view the lettings schedule. A google calendar for St Mary's Church, Thorpe is available:  
<https://calendar.google.com/calendar/r>

**Hours of Work:**

3 hours per week on average