



Candle Tea Reservations Coordinator

Women's Fellowship

OVERVIEW

This coordinator works with the chair of Candle Tea to maintain the software program used to provide visitors with a place to obtain and pay for reservations to Candle Tea. This coordinator responds to questions from those needing assistance and periodically runs reports for the Candle Tea Chair. At the end of the Tea, summary reports are generated for analysis by the Candle Tea Committee.

TIME COMMITMENT

The time required for this position varies throughout the year. During the summer scheduling of the Candle Tea tour slots, this position works with the software interface which allows users to enter their requests for reservations to Candle Tea. This process is completed in early August. The time commitment varies during the reservation time frame as the coordinator monitors and answers questions from visitors as they sign up for slots. More time is required closer to Candle Tea to an almost daily interface with the system to answer questions, provide updates and print reservation lists for the front door host. After the Tea, generating reports requires limited time.

LENGTH OF COMMITMENT

This is an ongoing role and with the endorsement of the Candle Tea Committee lasts as long as the member chooses to participate.

RESPONSIBILITIES

- Updates and maintains the software program that is used to make reservations.
- Works with the Candle Tea Chair to make reservations available to church members and the public at the requested times.
- Monitors and answers questions that the software users may have.
- Creates reports of reservations holders during the Candle Tea so that volunteers at the door may check off the attendees as they come to the Tea.
- Generates reports as needed for the chair and committee on the number of reservations made and used and other pertinent information such as total monies received from the Square.

SPECIAL SKILLS OR TALENTS

Computer skills that include ability to maintain the front-end administrative access to the software used. There is no programming required but understanding databases and spreadsheets help. Critical thinking skills, attention to detail, accuracy, and ability to adapt the software to needed requirements are helpful. This position interfaces with most of our guests; therefore, patience and "people skills" are crucial.

TRAINING

Working with the current chair of the Candle Tea Committee is helpful. A hands-on approach to this role is most useful.

WHERE THIS ROLE FITS IN THE CHURCH

Under the purview and support of the Candle Tea Chair, the Candle Tea Committee and Women's Fellowship.

Maintenance of the reservation database and Square is critical to the smooth running of Candle Tea. Advances from "pay at the door" has made Candle Tea more efficient. The Candle Tea event is one of the primary missions of the Home Moravian Church as it provides funds to help spread the Love of Christ as well as a living demonstration of the Moravian history and love of Christ in the world.

CONTACT

Does this sound interesting? Want to learn more? We would love to explore this opportunity or any others you might be interested in. Please contact the Church Office (336-722-6171 or home1771@homemoravian.org) for more information.

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