

St Paul's Castle Hill Volunteer Job Description

ROLE TITLE: KIDS ALIVE WELCOME/ CHECK IN TEAM



Our St Paul's mission is to bring people to Christ, build them in Christ, and send them out for Christ.

MINISTRY HEAD: Various Volunteers based on the week of the month (Volunteers)

STAFF MINISTRY LEADER: Linda Stephens (Children's Minister)

VISION/GOAL FOR THIS ROLE: The purpose of our Children's Ministry is to partner with parents as they teach children across SPCH in accordance with our strategy of Bring, Build, & Send so that they are transformed into age-appropriate disciples of Jesus. Supporting discipleship in the home, Kids Alive is our key discipleship ministry for children 1 year old to 12 years old.

TIME COMMITMENT: Once a month serving 9.30-10.20am

CONVICTION:

- Be actively engaged in the life of St Paul's church, through regularly attending a service and small group (at least 6 months prior)
- Agree with SPCH Vision, Mission & Statement of Beliefs (<https://stpauls.church/what-we-believe/>)
- -Live to give God the glory

COMPETENCY:

- To follow administration details quickly and carefully (we want people to get into church without being held up, BUT we also need to capture detail accurately for good pastoral follow up and duty of care.
- I am optimistic in expecting to see God at work in transforming the lives of the families connecting with St. Paul's
- I am a team member and will encourage the strengths I see in my brothers and sisters around me.
- I will use my gifts and talents that God has given to me for His glory.

KEY TASKS AND RESPONSIBILITIES:

- A warm welcome and Check In
- Child's Name Tag (laid out alphabetically)
- NEW FAMILIES – Registration form via the purple QR code or paper copy
- Give a welcome bag to new families
- Help families find where their children's rooms are.

PREPARING

- Arrive at 9.30am to set up.
- 2 tables with 4 chairs, 2 tablecloths. Grab the Admin box (yellow lid).
- Set up Name Tags, signs, car chats and any other event upcoming for kids/ families.
- Get welcome bags out the storeroom ready.
- Be warm and WELCOMING to all children and guardians who come to the program.
- Be punctual and reliable

Check In

- Welcome families warmly.
- Allow families to find their child's name tag.
- If they are new or have no name tag please QR code the NEW families sign (families can step to the side as they fill this out so as to not hold up the queue). If unable to fill online, use the paper copy to fill in from the RED folder. Ask if there are any major conditions we need to know for that day.

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Direct

Help point families in the right direction.

- Room 1 preschool
- Room 2 Kindy and Year 1
- Room 3 after 10.10am for K-5
- Room 5 Year 2 and 3
- Church: Year 6 Dteam
- Mezzanine Year 4 and 5
- Demountables: Room 8 First Steps

TRAINING AND SUPPORT:

- Week by week team leaders will explain set up and add volunteers to the whats app group.
- Any needed communication or changes or volunteer swaps all communicated via the what's app group.

PACK UP

- When approx 10.20am comes and families have arrived at church, please pack all items back into the Kids Alive Admin box and leave the box at the back of the CEC in room 3. Bring red chairs back into the CEC.