



## St Paul's Castle Hill Volunteer Job Description

### ROLE TITLE: TEAM LEADER

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

**MINISTRY HEAD:** Ben Razey & Holly Turner

**STAFF MINISTRY LEADER:** Ben Razey & Holly Turner

**VISION/GOAL FOR THIS ROLE:** Our Team Leader role is to first disciple and pastorally care for the Year Coordinators. The second is to oversee the execution of either Crossfire 68 or X each week, ensuring that the program and meetings are organised and run smoothly.

**TIME COMMITMENT:** Team Leaders will serve Friday nights during term time. Team Leaders at 68 will be there from 5:30pm-8:30pm, and Team Leaders at X will be there from 7:20pm-10:20pm. Times on combined nights (2-3 times a term) will be different. In addition to this, included in this commitment is attendance at Leader's Retreat (one weekend in the July School Holidays) and Impakct (our 5 night camp in the middle of the Summer School Holidays).

#### **KEY REQUIREMENTS:**

You must hold a current WWCC#, which you should provide to our administration team along with your date of birth for verification.

You must have a current Safe Ministry certificate, and stay up-to-date with a refresher course every 3 years.

#### **CHARACTER:**

- Value and be growing in a relationship with Jesus
- Live a personal life that is above reproach
- Have others around you in your walk with Christ who affirm your character (staff, small group leader, team leader references)
- Have integrity to 'be the same person in every room'

#### **CONVICTION:**

- Be actively engaged in the life of St Paul's church, through regularly attending a service and small group (at least 3 months prior)
- Agree with SPCH Vision, Mission & Statement of Beliefs (<https://stpauls.church/what-we-believe/>)
- An understanding of our Vital Signs
- Be willing to agree and adhere to the guidelines set out in the Crossfire Ministries Leaders Manual

#### **COMPETENCY:**

- Organisation – this role requires the ability to be organised in areas such as planning the topics and speakers for leader's training, be on top of the agenda for weekly leader's meetings & know the crossfire schedule and facilitate the team adhering to timing
- Pastoral care – in the team leader role, you will be responsible for the pastoral care of year coordinators, but also may be involved in pastoral care escalation if the youth minister of your gender is absent
- Understanding of mandatory reporting processes, safe ministry requirements and above reproach guidelines
- Confident in behavioural management for issues that need to be escalated beyond year leaders and year coordinators
- Be confident in leadership, adept at taking charge and inspiring teams
- Strong faith & confidence in sharing the gospel
- Work well in difficult situations

#### **KEY TASKS AND RESPONSIBILITIES:**

- On a normal night of crossfire, these are the arrival and finish times:
  - For 68 team leaders – arrive at 5:30pm & finish at 8:30pm
  - For X team leaders – arrive at 7:20pm & finish at 10:20pm
  - On combined nights – arrive at 6:30pm & finish at 10:00pm
- If you are unwell, please contact Holly or Ben

- Meeting once a term with Year Coordinators you are pastorally responsible for (e.g. female team leader of X will meet up with the 4 female X Year Coordinators)
- With the other team leaders, find and inform people who can run leader's training
- Create the leader's training roster termly, with the other team leaders
- Run the crossfire pre-meeting

**TRAINING AND SUPPORT:**

- Each week, there is regular training organised, but not run, by the Team Leaders. In this training, a variety of things are covered.
- Training and support is also provided through our yearly leader's retreat
- For pastoral and other support, you will meet up termly with either the Youth Minister or Assistant Youth Minister
- Communication is done through a leader's Facebook group, or lead team group chat
- You will receive 'on the job' training by one of the youth ministers or other team leaders

**CROSSFIRE LEADERSHIP STRUCTURE:**

For Pastoral Support and behavioural and pastoral escalation; this is our crossfire leadership structure. Below your role in the table shows who you are pastorally responsible for, and above you show who you are to go to for support or pastoral/behavioural escalation.

