



St Paul's Castle Hill Volunteer Job Description

ROLE TITLE: YEAR COORDINATOR

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: The Year Coordinator's (one male and one female per grade) role is first to disciple and pastorally care for the year leaders of their grade. The second is to delegate tasks to year leaders for a night their grade is running, in addition to being a source of pastoral and behavioural escalation.

TIME COMMITMENT: Year Coordinators will serve Friday nights during term time. Year Coordinators at 68 will be there from 5:30pm-8:30pm, and Year Coordinators 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:

- Pastoral care – in the year coordinator role, you will be responsible for the pastoral care of your year leaders, but also may be involved in pastoral care & behavioural escalation if a year leader requests
- Leadership - demonstrating strong leadership skills to oversee and guide the Year Leaders effectively
- Good communication skills with other year coordinators, team leaders & year leaders
- Prayerful Attitude
- Strong faith & confidence in sharing the gospel

KEY TASKS AND RESPONSIBILITIES:

- On a normal night of crossfire, these are the arrival and finish times:
 - For 68 – arrive at 5:30pm & finish at 8:30pm
 - For X – 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 your team leaders
- Meeting up individually once a term with year leaders of your same gender to check in, pray and open the word together
- Organising and delegating tasks to Year Leaders for crossfire events (year time, all in time, etc.)
- Develop a deep knowledge of the students in your grade to assist year leaders with pastoral and behavioural matters
- Actively participating in all aspects of crossfire including games, discussion groups and meetings

- Be readily available for Year Leaders in cases of pastoral or behavioural escalation
- Fostering a prayerful, discipleship-focused team culture within your grade
- Report to team leaders and collaborate with them to ensure alignment with the youth group's goals and objectives

TRAINING AND SUPPORT:

- Each week, there is regular training organised 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 your Team Leader
- 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.

