



St Paul's Castle Hill Volunteer Job Description

INTEGRATION / WELCOME TEAM 10AM & 6PM

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

MINISTRY HEAD: Discipleship Minister (Rachael Nicholson interim)

STAFF MINISTRY LEADER: (Rachael Nicholson interim)

VISION/GOAL FOR THIS ROLE: Our Integration Team (or Welcoming Team) is one of the first points of contact for people entering the church for one of our church services. We want our first impression to be positive and helpful, particularly for newcomers, but also for our regular members at St Paul's. The welcome team are on hand to help direct our congregation to available seats, site facilities and answer any questions they have on a Sunday.

TIME COMMITMENT: The Integration teams work on a 6 week rotation roster for 10am and 6pm. We ask that they arrive 20 minutes before the service start time to be briefed on anything happening that week, and prepare for the congregation to arrive.

KEY REQUIREMENTS:

There are no diocese/legal requirements.

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)

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/>)
- An understanding of our Vital Signs

COMPETENCY:

- Be a friendly and welcoming vibe, ability to talk to people you haven't yet met, or don't know well.

KEY TASKS AND RESPONSIBILITIES:

Arrive at church 20 minutes before the start of the service time you are rostered on for.

Welcome people upon arrival at the church.

Direct newcomers to facilities at the church (toilets, malaccis etc)

Help find people available seats as the church gets fuller, this may include asking already seated people to move into the middle of the rows to allow others to have seats together.

Occasionally add rows of seating at the back of the foyer area if seating is limited.

Help with the collection of offertory during the final song of the service.

Occasionally (if asked by the team leader) help with the counting of offertory with a Parish Council representative and another team volunteer.

Hang around for 10-15 minutes at the conclusion of a service to pack up extra seating and direct people with questions.

You will be requested to serve every 6 weeks through Planning Centre Online and will be notified via email. You will need to accept or decline these requests using the link in the email, or the PCO app. Instructions will be given to you when you first sign up for this position.

It is always helpful to notify your team leader if you are unwell or unable to attend on a rostered date. Replacements are not usually required as we try to have enough people in teams to cover.

TRAINING AND SUPPORT:

You will be given instructions, and help is available to accept or decline rostered dates through PCO. SPCH Staff, as well as your team leader will brief you before the service begins on anything extra that is required for the service include handing things out to people as they enter/exit.