



## St Paul's Castle Hill Volunteer Job Description

### CONNECT TEAM MEMBER

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

**MINISTRY HEAD:** Vanessa Turner.

**STAFF MINISTRY LEADER:** Vanessa Turner.

#### **VISION/GOAL FOR THIS ROLE:**

- To warmly welcome, connect and care for all who enter our doors, fostering a sense of belonging and love in our church community.

#### **TIME COMMITMENT:**

- One Sunday a month from 9.40 for 10 am service and 5.40 for 6 pm Service till 20 minutes after the formal part of the meeting ends.
- Assistance with welcoming and care for one-off events, e.g. Easter, Christmas, etc.
- Two training Days per year. One Pastoral Care workshop ( 2 Hours) and One Welcoming Skills Workshop ( 2 hours) at Church on a weekend.

#### **KEY REQUIREMENTS:**

- You must have a current Safe Ministry certificate and stay up to date with a refresher course every 3 years or plan to complete in the first month of ministry.

#### **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:**

- Excellent interpersonal and communication abilities.
- A warm and welcoming personality, with a passion for helping others feel at home and caring for them.
- Organizational skills.
- Commitment and Reliability.

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

This section is where you would spend some time outlining exactly what the person will be doing each time they serve.

This should also include things like:

- Greet and welcome all attendees with a friendly and approachable demeanor.
- Offer assistance to visitors and newcomers, helping them find their way around the church premises.
- Provide information about the church's services, programs, and upcoming events.

- Distribute relevant materials to attendees.
- Assist with seating arrangements, especially during busy services or events.
- Direct individuals to the appropriate locations, such as the toddler room, crying room, or bathrooms.
- Before, during and after the service, be attentive to the needs of attendees, especially those with special requirements, and offer support when necessary.
- Maintain a clean and organised entry area, ensuring it is inviting and well-kept.
- Coordinate with church staff and volunteers to address any specific needs or concerns of attendees.
- Sit with new people and people who are alone and introduce them to others.
- Care and listen to the people you encounter.
- Report any care concerns to your team leader in person, via the WhatsApp group or email during the week
- Assist with crowd control during special events or services, ensuring a smooth traffic flow.
- Attend training sessions or meetings to stay updated on church policies, events, and services.
- Foster a spirit of hospitality and inclusivity, making all feel welcome and valued.
- Understand where all church equipment is located so that you are successful in your role.
- **Utilising the Planning Center Online 'Services' App;**
  - **Accept/decline roster invitations**
  - **Set out block out dates (one term in advance) for when you cannot serve.**
- **If you are unwell, arrange for a replacement (utilising the WhatsApp group chat) and Inform your Team Leader.**

#### **TRAINING AND SUPPORT:**

- Formal training (twice a year)
- On-the-job training.
- Your Team Leader will show you how to:
  - use any tools you need such as Services app, CCB, ProPresenter
  - how you can communicate with your team and others, chat with peers and ask questions (WhatsApp group)
  - Access the tools you need e.g. welcome packs
- You will receive feedback/review from your Team Leader on how you are going

#### **SPIRITUAL GIFTS**

- Hospitality
- Care and Discipleship

#### **ADDITIONAL RESOURCES**

##### **Helpful Small books to read :**

-God's Love in Action- Pastoral Care for Everyone. By Jill McGilvray.

-Together Through the Storm - A Practical Guide to Christian Care. By Sally Sims.

-Caring for One Another - 8 Ways to Cultivate Meaningful Relationships. By Edward T Welch.