



St Paul's Castle Hill Volunteer Job Description SMALL GROUP LEADER

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

MINISTRY HEAD: Staff-allocated Small Group Coach

STAFF MINISTRY LEADER: Keith Baker

VISION/GOAL FOR THIS ROLE:

Small group leaders contribute to the discipleship, sense of belonging and care of St Paul's members as they lead in the 5 key areas of small group life – Bible, prayer, care, community and growth.

TIME COMMITMENT:

Facilitating group meetings (either by hosting or coordinating), ideally weekly (but can be fortnightly or less frequently.) Preparation and leading once a week during the school term with freedom to break or keep going over the school holidays as you see fit. Investing into a co-leader.

KEY REQUIREMENTS:

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 6 months prior)
- Agree with SPCH Vision, Mission & Statement of Beliefs (<https://stpauls.church/what-we-believe/>)
- An understanding of our Vital Signs

COMPETENCY:

- An ability to lead group from the Bible at a more than basic level
- An understanding of the big picture of the Bible
- An ability to engage pastorally with your small group members

KEY TASKS AND RESPONSIBILITIES:

- Prepare a study each week for your small group to go through
 - If you are following the church series, then go through them beforehand and edit them as you see fit for those in your group
- If doing your own studies, you must prepare them yourself.
- Attend small group at a regularly set time and location
- 101 level pastoral care of group members, and willingness to 'pass up the line' any pastoral care issues of significance
- Look for and engage a co-leader
- Be willing to take on new members where space permits
- Engage with the '5 questions about the future' each year
- Communicate any information regarding to your group or about these events via a group chat of your choosing (messenger or WhatsApp seem to be easiest).

TRAINING AND SUPPORT:

All the church series studies will be uploaded to the church's website under the resources tab where both guides and leader's notes will be available at: <https://stpauls.church/equip/>

• There will also be small group leader training nights and events for you to attend where you will be provided with training and resources.