



St Paul's Castle Hill Volunteer Job Description

BIBLE READING TEAM

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

MINISTRY HEAD: Bruce Stanley

STAFF SUPPORT: Rosie Sellen

VISION/GOAL FOR THIS ROLE: To read passages of Scripture during our Sunday services with reverence and clarity so that the word of God is shared effectively and faithfully, fostering spiritual growth and understanding amongst the congregation.

TIME COMMITMENT: Bible Readers generally serve once or twice a term at the service you regularly attend. 1.5 to 2 hrs (service time plus 20mins prior to the service to organise yourself). On occasion you may be asked to fill in or cover for a teammate.

KEY 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/>)

COMPETENCY:

Reading the Bible effectively and meaningfully requires several key requirements:

- Understanding: comprehension of the context, historical background, and literary style of the passage being read.
- Pronunciation: Correct pronunciation of names, places, and unfamiliar words in the text.
- Clarity: Articulate delivery that ensures every word is clearly heard and understood by listeners.
- Reverence: Approach the reading with respect for the sacredness of the text and its importance in the service.
- Preparation: Adequate preparation beforehand to familiarize oneself with the passage and its intended message.
- Expression: Appropriate expression and tone that convey the emotions and intentions behind the words, when applicable.
- Engagement: Reading with engagement and conviction to convey the power and relevance of the Word to the listeners.
- Timing: Awareness of pacing and timing to maintain a smooth flow during the reading without rushing or dragging.

- Spiritual Attitude: A personal relationship with God and a desire to communicate His Word effectively to others.
- Feedback and Growth: Willingness to receive feedback and continuously improve skills through practice and study of the Bible.

KEY TASKS AND RESPONSIBILITIES:

BIBLE READING:

In the week leading up to the Sunday Service:

- Check you have confirmed your availability on Planning Services Online.
- Spend time reading and practicing the passage considering your tone, emphasis, timing and pace. Seek advice from staff to clarify any words, phrases or guidance on the passage.
- Please read from the 2011 NIVUK version of the bible.
- Check the order of service in Planning Services Online for where your role fits in the service.

On the day of the Sunday Service:

- Arrive 20 minutes prior to the start of the service and let the Service Director know of you have arrived. Receive any instructions or guidance from the Service Director about your role.
- Confirm the arrangements with the service leader regarding which microphone you will be using.
- Meet and pray with the entire Sunday team at 7:45am, 9:45am or 5:45, near the Rose Garden Foyer (Old Northern Road side of the church).
- Sit close to the front or move close to the front before the time of the reading to assist with being on the platform in a timely manner.

Reading the Bible during the service:

- When it is your turn to Bible Read, please walk up to the platform as the previous item is finishing and take the microphone.
- A lectern will be available for you to place your reading on.
- Before you begin the reading please say... "Good morning church, my name is <...> Today's reading is [bible passage]. This can be found on page [number] of the black bibles." Pause to allow for congregation to find the passage.
- At the conclusion of the reading please say... nothing or "This is God's word"
- After you have finished and are heading off the stage, please pass your microphone to either the next person coming up to the stage or the Service Director.

ROSTERING:

Availability Confirmation:

- Rosie Sellen, PA to the Senior Minister, will request your availability for the upcoming Term. Provide your availability along with any preferences for your specific roles.

Rostering Process:

- Rosie will roster volunteers for weeks they are available, considering their preferences and the needs of each role (Bible Reading, Prayer, Communion Prep, Communion Assist, Welcoming, Kiosk).

Acceptance of Roster:

- Once the roster is released, check your availability for all dates assigned to you in Planning Centre Online. Select 'ACCEPT' to confirm your availability for each assigned date with as much notice as possible. If you do not use Planning Centre Online, Rosie will contact you the week of your roster to confirm your availability.

Swapping Assignments:

- If you are unable to fulfill your assigned role, please make every attempt to swap with another volunteer who performs the same role. Email Rosie (rosie.sellen@stpauls.church) with details of any swaps.

Declining Assignments:

- If swapping is not possible, mark your unavailability by selecting 'DECLINED' in Planning Centre Online or notify Rosie via email. She will arrange for a replacement.

Last-Minute Changes:

- If you become unable to fulfill your role within 48 hours of the service, contact Rosie directly: 0403 735 616.

Assistance and Questions:

- For questions about the rostering process or help setting up a Planning Centre Online account, contact Rosie via email (rosie.sellen@stpauls.church) or phone (02 8858 1103).

TRAINING AND SUPPORT:

- On-the-job training and feedback
- Admin support from Rosie Sellen via email.
- Team meetups and training where needed

ADDITIONAL RESOURCES:

Helpful reading:

http://bettergatherings.com/index.php?option=com_content&view=article&id=143&Itemid=152

Article:

https://sydneyanglicans.net/news/the_art_of_reading_aloud

Helpful resource

<https://mts.com.au/document/te604.pdf/>

BOOK by Clifford Warne: "Reading the Bible aloud"

<https://collection.sl.nsw.gov.au/record/74VvOVWQZObl>

David Suchet reads John's Gospel (Youtube video):

<https://www.youtube.com/watch?v=PKiAXVxOm6o>

Bible Project – encouragement to read the Bible publicly (YouTube video):

<https://www.youtube.com/watch?v=BO1Y9XyWKTW>