



St Paul's Castle Hill Volunteer Job Description

PRAYING 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 lead the congregation into a deeper connection with God through heartfelt and meaningful prayers that reflect our praise for him and our dependence upon him in gratitude, humility, intercession, seeking his will for us in Christ Jesus.

TIME COMMITMENT: Prayers generally serve twice a term at the service you regularly attend. 2 to 4 hrs (service time including 20mins prior to the service to organise yourself and time to prepare your prayer at home). 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:

Praying effectively and meaningfully requires several key requirements:

- **Clarity and Coherence:** Ability to express prayers clearly and coherently, ensuring that the congregation can follow along and engage meaningfully.
- **Reverence and Respect:** Demonstrating a respectful attitude towards God and the sacredness of prayer, setting a reverent tone for the congregation.
- **Scriptural Foundation:** Incorporating biblical principles and truths into prayers, grounding them in God's Word.
- **Sensitivity to Audience:** Being aware of the congregation's needs, concerns, and joys, and praying accordingly with empathy and understanding.

- **Authenticity:** Praying sincerely from the heart, reflecting genuine faith and trust in God's presence and power.
- **Variety and Balance:** Offering prayers that encompass different aspects such as adoration, confession, thanksgiving, supplication, and intercession, ensuring a balanced approach to prayer.
- **Spiritual Guidance:** Seeking the guidance of the Holy Spirit in leading prayers, allowing Him to direct the content and tone of the prayers.
- **Connection and Engagement:** Facilitating a connection between the congregation and God through prayer, encouraging active participation and reflection.
- **Confidence and Humility:** Approaching prayer with confidence in God's faithfulness and humility before His greatness, acknowledging dependence on Him.
- **Continuous Growth:** Committing to continual growth in prayer life, seeking to deepen personal relationship with God and enhance effectiveness in leading others in prayer.

KEY TASKS AND RESPONSIBILITIES:

PRAYING:

In the week leading up to the Sunday Service:

- Check you have confirmed your availability on Planning Services Online.
- As you begin to prepare your prayer, **use the current Prayer Schedule** to assist in guiding and shaping your prayer. This will be emailed at the beginning of term and available through Planning Centre Online.
- The time allotted for prayer in a Sunday Service is **four (4) minutes**. This is roughly 500 words. It is important for every person who is a part of the services to honour this time as much as possible.
- There are a range of topics to pray for, please do not feel like you must pray for every topic or every sub point of every topic.
- Practice and time your prayers to check they flow and are close to the given time allocation.
- 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 prayers to assist with being on the platform in a timely manner.

Praying during the service:

- When it is your turn to pray, 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 prayer on.
- Before you begin praying please say something along these lines... **"My name is <... >. I will be leading us in prayer for our church and our world today/tonight/this morning. Please join me as we focus our hearts and minds in bringing our prayer and praise before our heavenly Father. Let us pray."**
- Please conclude your prayer with something like... **"In Jesus' name we pray, Amen."**
- 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 any additional preferences for when they might serve.

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 and 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 (eg. recommended reading, videos they could watch to prep for this role).

Prayer schedule (emailed each term)

Book: Common Prayer <http://www.commonprayer.org.au> (PDF form available here: <https://jamberooanglican.com/wp-content/uploads/2021/08/AAPB.pdf>)

Online resource:

http://bettergatherings.com/index.php?option=com_content&view=category&layout=blog&id=51&Itemid=81

Article:

<https://www.thegospelcoalition.org/essay/the-doctrine-of-prayer/> (more helpful resources are found at the end of this article)