



St Paul's Castle Hill Volunteer Job Description

Malacci's / Café 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: Missions Minister (Bruce Stanley interim)

STAFF MINISTRY LEADER: (Bruce Stanley interim)

VISION/GOAL FOR THIS ROLE: Malacci's is a café ministry of St Paul's Castle Hill that exists to serve the church and to support missions work. All profits are directed to special mission projects or fixed term mission targets.

Malacci's Café team are the face of this ministry. They are a key point of connection with regular members and newcomers before and after services, and at church events. They are there to serve café products and be a friendly presence in our community.

TIME COMMITMENT: The Cafe teams work on Sundays for either a morning shift or evening shift. Set up and pack up requires you to be on site half an hour before and after a shift. Each shift will have at least 2 people.
Mornings: 9am – 10am, 11am – 12pm

Evenings: 5pm – 6pm, 7pm – 8pm.

We ask that all serving on the Café team would commit one Sunday a month at either a morning or an evening shift.

You may also be asked to serve at an event or function, depending on your availability.

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 Vision and Mission as a Church.

COMPETENCY:

- Be a friendly and welcoming, ability to talk with people you haven't yet met, or don't know well.
- Able to set up, operate, serve and pack up all equipment in the Malacci's café.
- Aware of all security and safety protocols for the Café.

KEY TASKS AND RESPONSIBILITIES:

Arrive at church 30 minutes before the start of your shift to set up and test machines and equipment.

Work with the shift team to take orders, serve products and assist with payments/donations.

Clean and pack up after shift (around 30 minutes)

You will be requested to serve around once a month 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 on anything extra that is required for the shift or event.