



## St Paul's Castle Hill Volunteer Job Description

### INTEGRATION - WELCOME KIOSK ATTENDANT 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:** Discipleship Minister (Keith Baker)

**STAFF MINISTRY LEADER:** Integration Coordinator (Emma Wynn-Jones)

**VISION/GOAL FOR THIS ROLE:** Our Welcome Kiosk Team is one of the most vital points of contact for people attending one of our church services, particularly for newcomers, but also for our regular members of St Paul's. The kiosk attendants are on hand at our Welcome Desk after each service to help direct our congregation to take payment for any purchases, direct people to site facilities and answer any questions they have on a Sunday.

**TIME COMMITMENT:** The Kiosk attendants work on a monthly rotation. They need to be available for about 20 minutes after the conclusion of a service to attend the Welcome Desk area.

**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.
- Agree with SPCH Vision, Mission & Statement of Beliefs (<https://stpauls.church/what-we-believe/>)

**COMPETENCY:**

- Be a friendly and welcoming presence, ability to talk to people you haven't yet met, or don't know well.

**KEY TASKS AND RESPONSIBILITIES:**

- Be available for 20 minutes after the conclusion of the service you are rostered on for.
- Be present at the Welcome Desk, take payment (cash and card) for any items sold, or payments made. Record sales (there will be training in this).
- Answer any questions that people may have regarding the church and direct people as necessary.
- You will be requested to serve monthly 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.
- If you are unable to attend on your rostered week, it is helpful if you can organise a swap or replacement for your week. We aim to make this easier for you with a platform where all of our carparking team can connect and interact.

**TRAINING AND SUPPORT:**

- You will be given instructions, and help is available to understand the rostering system.
- SPCH Staff, as well as your team leader will brief you before the service begins on anything extra that is required for the service include handing things out to people as they enter/exit.
- On site training will be given to you on your first couple of weeks rostered on. Staff will always be available should you have questions concerns.