



## St Paul's Castle Hill Volunteer Job Description

### INTEGRATION - SITE CONNECT TEAM 10AM

*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 Site Connect Team ensures that our church site is clean, safe and welcoming for visitors and members of St Paul's. Site Connect Team members are on hand to check that our bathrooms, toddler facilities, playground and church building are neat and orderly after our 8am and 10am services and set up ready in advance of 10am and 6pm. They are also regularly checking for any issues or damage they see around the site so it can be reported and resolved to keep our members safe.

**TIME COMMITMENT:** Site Connect Teams work on a monthly roster for 10am. It is expected that team members will arrive 30 minutes before the 10am service, and finish their role 30 minutes after the service. During the service, they are able to engage in church as normal.

**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/>)

#### **COMPETENCY:**

- Friendly and welcoming with a positive attitude and willingness to serve
- Clean, organised, attention to detail
- Passion for excellence in 'the little things'

#### **KEY TASKS AND RESPONSIBILITIES:**

##### Pre-Service Responsibilities:

- Arrive at church 30 minutes before the start of the 10am service.
- Check that the church rows are spaced correctly, pack away 8am choir set up and help prepare church for 10am. Move any rubbish in church to a bin, move Bibles back to Bible shelves.
- Check that the Parent/Toddler room is clean and orderly, all toys neatly arranged, all nappy station items are stocked and no hazards present.

##### Post-Service Responsibilities:

- Assist with packing toys away in preschool room, change bin liner in nappy bin, vacuum floor and return room to original condition.
- Do a general sweep of the church building to ensure there is no rubbish or clutter present in hallways or chair rows. Put any lost property in the Lost Property cupboard in the Kiosk. Check that the church is neat and set up for 6pm.

If any facilities are damaged, please log this through our Connect page form so they can be repaired.

Note: You will be requested to serve every 4 weeks 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.

**TRAINING AND SUPPORT:**

Training will be provided before you commence the role. SPCH Staff will support you with using PCO to accept or decline rostered dates. Your team leader will brief you before each service on anything extraordinary that might be required, as well as manage allocation of your positions and sections throughout the service.