



## St Paul's Castle Hill Volunteer Job Description

### HEART TEAM MEMBER (8AM, 10AM or 6PM)

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

**MINISTRY HEAD:** Vanessa Turner (Care Minister)

**STAFF MINISTRY LEADER:** Vanessa Turner (Care Minister)

#### **VISION/GOAL FOR THIS ROLE:**

- To be a group of people who obeying the command of Jesus, love one another by being a presence in the lives of the congregation, praying with and for them, follow them up and showing practical care. In doing so fostering a culture of otherness and commitment to the body of the church. (John 13:34-35)

#### **TIME COMMITMENT:**

- One Sunday a month after the 8am, 10am or 6pm service.
- Ability to be available to follow up, listen to and pray with people from time to time out of church hours.
- Two training days per year (2 hours each).
- Bimonthly meetings with the Care Pastor to discuss how things are going with people you are following up on a Sunday.

#### **KEY REQUIREMENTS:**

- Attendance at Training and meetings.
- Completion of Safe Ministry certificate.

#### **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)
- Have a heart for others and a Christian belief that you love others just as Christ has loved us.

#### **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:**

- Excellent interpersonal and communication abilities.
- Compassion and otherness.
- Ability to listen well and pray with and for others.
- Organizational skills.
- Commitment and Reliability to the role and communicating with other team members and Care Pastor.

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

- Ability to be available and accessible for people who wish to pray with someone or talk with someone after the church service.

- Follow up of church members from time to time when the need arises, who are needing the presence of another Christian in their life, when they are struggling, suffering, unwell, or grieving. This will be achieved through phone calls, visitations and follow up at church.
- Attend training sessions or meetings to stay updated on church policies, events, and services.
- Foster a spirit of love, care and inclusivity, making people feel valued and heard.
- Understand where all church equipment is located so that you are successful in your role.eg- Lanyards
- **Utilizing the Planning Center Online 'Services' App;**
  - **Accept/decline roster invitations**
  - **Set out block out dates (one term in advance) for when you cannot serve.**
- **If you are unwell, arrange for a replacement (utilising the WhatsApp group chat) and Informing the Care Pastor.**

#### **TRAINING AND SUPPORT:**

- Safe Ministry certificate – A prerequisite
- Mental Health First Aid- This is not a requirement but a suggestion and is offered at our church.
- Formal training (twice a year) with the offer of Pastoral Care Course that focus on different aspects of Christian care.
- On-the-job training from the Care Pastor.
- You will receive feedback/review from the Care Pastor on how things are going in you ministry.

#### **SPIRITUAL GIFTS**

- Care and Discipleship.
- A Heart for others.

#### **ADDITIONAL RESOURCES**

##### **Helpful Small books to read :**

-God's Love in Action- Pastoral Care for Everyone. By Jill McGilvray.

-Together Through the Storm – A Practical Guide to Christian Care. By Sally Sims.

-Caring for One Another – 8 Ways to Cultivate Meaningful Relationships. By Edward T Welch.