



St Paul's Castle Hill Volunteer Job Description

ROLE TITLE: Alpha Course Helper

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

MINISTRY HEAD: Meredith & Jason Pireh (Volunteers)

STAFF MINISTRY LEADER: Bruce Stanley (Senior Minister)

VISION/GOAL FOR THIS ROLE: The Alpha Helper Team is made up of several volunteers who together support the running of the Alpha Course. This team plays a crucial role in creating a welcoming, prayerful, and well-organised environment where guests feel comfortable exploring the Christian faith. Helpers may contribute in a variety of ways, including assisting with small group discussions, providing catering help, supporting IT needs, handling admin tasks, and praying for participants. Each role contributes to the smooth and meaningful running of Alpha, and we encourage helpers to serve in ways that suit their gifts and availability.

TIME COMMITMENT:

Helpers are needed weekly during the Alpha Course (usually one night per week for 8–10 weeks), as well as for the Alpha Weekend. The time commitment will vary depending on the area of service, but typically includes 2–3 hours per session. Planning and briefing meetings may also be scheduled before or during the course.

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, reflecting Christian values and integrity
 - Have others around you in your walk with Christ who affirm your character (staff, small group 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:**
 - Strong interpersonal skills and a heart for serving others.
 - Ability to listen actively and contribute to group discussions.

- Comfortable with the Alpha course materials and structure.

KEY TASKS AND RESPONSIBILITIES

Please note that Team Members can be involved in any or all of the following, depending on gifts and availability:

- **Session Support:**
 - Assist the Leader in setting up and preparing for each session.
 - Help facilitate small group discussions, ensuring all voices are heard.
- **Administrative Duties:**
 - Assist with registration and logistical tasks before and after each session, including printing course materials, organising name tags, or sign-in sheets as needed.
- **Catering Help:** Prepare food at home or assist with food setup before the session each week
- **IT Support:** Ensure videos and equipment run smoothly each session
- **Prayer Support:** Commit to regularly praying for Alpha guests throughout the course and be available for prayer as appropriate

TRAINING AND SUPPORT:

Detailed initial and ongoing training sessions are provided by Alpha Australia which will equip you with all you need for the course. Videos and resources are all provided. Role-specific guidance and training will be provided before the course begins, and you'll be part of a supportive and prayerful team environment.