



St Paul's Castle Hill Volunteer Job Description

INTEGRATION - CAR PARKING 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: Discipleship Minister (Keith Baker)

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

VISION/GOAL FOR THIS ROLE: Our Car Parking team is one of the first points of contact for people entering the site for one of our church services. We want our first impression to be positive and helpful, particularly for newcomers, but also for our regular members at St Paul's. The car parking team are on hand to help direct our congregation to available parking spaces, ensure people are entering and exiting the site in a safe and orderly fashion, and ensure we can park as many cars as possible on the site.

TIME COMMITMENT: The car parking teams work on a monthly rotation roster for 10am and 6pm. We ask that team members arrive 30 minutes before the service start time to be briefed on anything happening that week and prepare for the congregation to arrive.

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 friendly and welcoming, be willing and able to direct people within our carpark.

KEY TASKS AND RESPONSIBILITIES:

- Arrive at church 30 minutes before the start of the service time you are rostered on for. Welcome people upon arrival and direct them to appropriate parking.
- 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 accept or decline rostered dates through PCO. SPCH Staff, as well as your team leader will brief you before the service begins.