



St Paul's Castle Hill Volunteer Job Description

INTEGRATION - CONNECT 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 Connect Team is a vital point of contact for people attending one of our church services, particularly for newcomers, but also for our regular members of St Paul's. Connect Team members are on hand to help direct our congregation to available seats or site facilities, answer any questions they might have about our church community, and engage in welcoming and meaningful conversations with church attendees, particularly if they are on their own or seem new to our church.

TIME COMMITMENT: Connect Teams work on a 6 week rotation roster for 10am and monthly for 6pm. It is expected that team members will arrive 30 minutes before the service start time to be briefed on anything happening that week and prepare for the congregation to arrive. During the service, Connect Team members will be spread out throughout the various sections. After the service, Connect Team members should continue to wear their lanyards and engage with church members and guests for approximately 15 minutes.

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:

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

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 at the church and direct newcomers to relevant facilities (Kid's Ministry welcome tables, toilets, Malacci's etc)
- Help find people available seats, which may include asking already seated people to move into the middle of the rows to allow others to have seats together.
- Be on the lookout for new people, sit in allocated sections throughout the service and engage church attendees in conversation post-service for approximately 15 minutes.
- You will be requested to serve every 6 weeks for 10am, and every 4 weeks at 6pm 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:

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.