



## St Paul's Castle Hill Volunteer Job Description

### INTEGRATION – ENGAGE NEWCOMER LUNCH HOST

*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:** Once a term, we host 'Engage' Newcomer Lunches on site at St Paul's after our 10am service to help meet and connect with those who are new to our church. Our Engage Newcomer Lunch Hosts attend these events, assisting with set up, pack down and conversing with newcomers throughout the event. This ministry aims to further connect new people in a smaller setting with other church members, and with key staff members.

**TIME COMMITMENT:** Attend minimum of one event a year, and up to four events a year.

**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

**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.
- Be available immediately after the 10am service on the event day to assist with set up, chat with newcomers throughout the event, and assist for 20 minutes afterwards with washing up and pack down.

**KEY TASKS AND RESPONSIBILITIES:**

- Assist with set up and pack down of the event, and logistics throughout the event as required.
- Converse with newcomers throughout the event, get to know them and help them to feel welcome and at home at St Paul's.
- Direct any enquiries to the staff team as needed.
- The Integration Coordinator will reach out to you throughout the year via email with 'Engage' event dates to see if you are interested in attending. Please respond via email or phone call to these enquiries with your availability.

**TRAINING AND SUPPORT:**

There are no administration requirements for our hosts, and staff are available at Newcomer's Events to answer questions and assist with enquiries. Assistance and support can be given throughout the event as required.