



## **St Paul's Castle Hill Volunteer Job Description**

### **ROLE TITLE: Key Person – Link Missionary Contact**

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

**MINISTRY HEAD:** Kath Mueller

**STAFF MINISTRY LEADER:** Bruce Stanley (Senior Minister)

**VISION/GOAL FOR THIS ROLE:** At St Paul's, we seek to strategically partner with those whom God has called to go, while also praying for and mobilising workers from among us. The Key Person plays a vital part in this vision by acting as the primary advocate and point of contact for a designated Link Missionary. This role ensures our church is an active, caring, and prayerful partner in global mission — generously supporting gospel workers, organising care while they're home, and keeping their needs before our church family. The Key Person helps us be a sending church that loves deeply and supports faithfully those on the frontline.

**TIME COMMITMENT:** This is a flexible role that typically involves 1–2 hours per month, plus involvement when your Link Missionary is home in Australia (usually every few years). A once-a-year gathering of all Key Persons is also part of the role. Time increases temporarily when helping organise events or visits.

### **KEY REQUIREMENTS:**

**Note:** 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)
  - Share in St Paul's commitment to being a church that gives generously to mission, prays desperately for the world, and supports global workers with love and care
  - Agree with SPCH Vision, Mission & Statement of Beliefs (<https://stpauls.church/what-we-believe/>)
- **Competency:**
  - Strong communication and organisation skills

- Warm, relational, and proactive in connecting people
- Able to work independently while liaising with staff and church members

## **KEY TASKS AND RESPONSIBILITIES:**

### **Ongoing Responsibilities:**

- Promote the work of the sending agency (e.g. CMS, SIM, Interserve, BCA, ENC, ECM)
- Stay in regular contact with your assigned Link Missionary to find out their key needs
- Communicate their prayer and practical needs to the Missions Coordinator or relevant staff contact
- Initiate and encourage a group of supporters (often through Small Groups) to pray and care for the missionary
- Ensure St Paul's website and materials reflect up-to-date information about the Link Missionary

### **When the Missionary is Home:**

- Coordinate with staff and Small Group Minister to arrange:
  - Speaking opportunities on Sundays or in Small Groups
  - Meals, hosting, or other hospitality needs
  - Special events to welcome or farewell them

### **Annual Gathering:**

- Attend a once-a-year meeting with other Key Persons for encouragement, resourcing, and sharing ideas

## **TRAINING AND SUPPORT:**

Support and guidance will be provided by the Missions Coordinator. You will also receive ongoing encouragement through the annual Key Persons gathering and access to promotional materials and updates from the Missions agency connected to your Link Missionary.