



St Paul's Castle Hill Volunteer Job Description

ROLE TITLE: Prime Time Logistics Team

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

MINISTRY HEAD: Noelene Beer (Volunteer)

STAFF MINISTRY LEADER: Wayne Tildsley (Seniors Minister)

VISION/GOAL FOR THIS ROLE: Prime Time is a well-established event for mature women that brings together hundreds of attendees three times a year for a time of encouragement, connection, and spiritual growth.

The **Logistics Team** plays a crucial behind-the-scenes role—helping to ensure the event runs smoothly and safely by setting up the space, assisting with car parking, and packing down afterward. This team enables the women attending to feel welcomed, comfortable, and cared for from the moment they arrive.

TIME COMMITMENT:

- Prime Time runs **three times a year**, on a **Tuesday from 1:30pm–3:30pm**
- Team members assist with:
 - **Set up:** 1–2 days before the event (specific times will be confirmed in advance)
 - **Event day:** Arrive by **12:30pm** to help with final prep and car parking
 - **Pack down:** From approximately **3:30–5:00pm** after the event ends

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 physically able to assist with setting up and packing down (moving chairs, tables, signage, etc.)
- Have good spatial awareness to assist with safe and efficient car parking
- Be a team player and happy to follow direction from experienced team members

KEY TASKS AND RESPONSIBILITIES

- Assist with **set up** of seating, signage, and tables 1–2 days before the event
- On the day:
 - Arrive by 12:30pm to help with last-minute logistics
 - Direct and assist with **car parking**, helping guests safely access the site
- After the event, help **pack down** chairs, tables, and other equipment (until approx. 4:15pm)

TRAINING AND SUPPORT:

You'll be supported by a seasoned team of volunteers. On-the-job guidance will be provided for each event.