



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

### **ROLE TITLE: Senior's Friendship Group Team Member**

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

**MINISTRY HEAD:** Margaret Christoffel

**STAFF MINISTRY LEADER:** Wayne Tildsley (Seniors Minister)

**VISION/GOAL FOR THIS ROLE:** The Seniors' Friendship Group is a monthly gathering designed to create a welcoming and encouraging space for the older members of our church and local community. Team members play a key role in ensuring the event runs smoothly—helping with practical tasks like setting up tables and chairs, packing down after the event, and offering simple tech support (such as clicking through PowerPoint slides during talks).

This is a wonderful opportunity to serve our seniors with warmth, respect, and care, contributing to a time of community, encouragement, and fellowship.

### **TIME COMMITMENT:**

The group meets on the **first Tuesday of every month** from **12–2pm** in the CEC.

Team members are asked to arrive by **11am** to help with set up and stay until approximately **2:30pm** to assist with pack down. You will be rostered monthly.

### **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 warm, respectful, and happy to serve behind-the-scenes
  - Willingness to assist with basic set up/pack down (e.g., moving chairs, setting tables)

- Comfortable using simple tech (e.g., pressing a button to advance PowerPoint slides)

**KEY TASKS AND RESPONSIBILITIES**

- Arrive at 11am to assist with setting up tables, chairs, and other materials for the lunch
- Click through PowerPoint slides during the guest talk if needed (training provided)
- Help with welcoming and chatting to guests as they arrive
- Assist with packing down from 2–2:30pm (stacking chairs, clearing tables, etc.)

**TRAINING AND SUPPORT:**

St Paul's staff will provide simple instructions for the tech role if assigned. A team leader will brief you on the day and guide you through any specific needs for that month's event.