



## St Paul's Castle Hill Volunteer Job Description

**ROLE TITLE:** COFFEE AND CONVERSATIONS 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:** Kathryn Ralton (Volunteer)

**STAFF MINISTRY LEADER:** Rosie Sellen (PA to the Senior Minister)

**VISION/GOAL FOR THIS ROLE:** Coffee and Conversations is a welcoming, low-key space designed for women of all ages to connect, share life, and encourage one another. Whether a young mum or retired, we aim to foster genuine community through conversation, shared interests, and a warm cup of tea or coffee.

Team Members play a vital role in creating this inviting environment by helping with practical setup, engaging warmly with guests, and contributing to the relaxed, welcoming tone of the morning. This role is ideal for someone who values connection, hospitality, and encouragement in everyday life.

**TIME COMMITMENT:** Coffee and Conversations runs from 10am – 12pm each Monday on site at St Paul's Castle Hill. Team members are asked to arrive 30 minutes early to assist with set up and will help pack down at the end.

### **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
- **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:**
  - Warm, welcoming, and able to make people feel at ease
  - Able to initiate and sustain casual conversation
  - Comfortable helping with basic setup tasks (e.g., arranging chairs, making tea/coffee)
  - Optional: ability and willingness to contribute to morning tea with baking or snacks

**KEY TASKS AND RESPONSIBILITIES:**

- Arrive at 9:30am to assist with setup
- Welcome guests warmly and introduce them to others
  
- Chat with new and returning women, helping everyone feel included
- Assist with pack down and light clean-up at the end of the morning
- Optional: bring something to share for morning tea (rostered or spontaneous)
- Optional: promote Coffee and Conversations ministry through conversations at Sunday Services and Women's Events.

**TRAINING AND SUPPORT:**

Support and encouragement will be provided by the program leader. New team members will be welcomed and guided as they settle in, and you'll always be part of a team working together to make the morning enjoyable and welcoming.