



St Paul's Castle Hill Volunteer Job Description

ROLE TITLE: Women's Ministry – Events Helper

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

MINISTRY HEAD: Rosie Sellen (PA to the Senior Minister)

STAFF MINISTRY LEADER: Pat Jones (Generations Minister)

VISION/GOAL FOR THIS ROLE: Women's Ministry Events Helpers play a vital role in supporting the smooth running of events that encourage, strengthen, and equip the women of our church community. This is a practical, flexible role with opportunities to serve in areas such as set-up and pack-down, welcoming, kitchen service, music, production/tech, or childcare. Helpers can serve in one or more of these areas depending on their interests, availability, and skillset. Every role helps create a warm, welcoming environment for women to grow in Christ together.

TIME COMMITMENT:

Time commitment varies depending on the role and the scale of each event. Most helpers serve on the event day and may also attend a short briefing or training beforehand if required. Events are usually held once per term, with one major annual Women's Conference.

KEY REQUIREMENTS:

There are no diocese/legal requirements (Note: Working With Children Check and Safe Ministry is required for the childcare role.)

- **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.
 - Agree with SPCH Vision, Mission & Statement of Beliefs (<https://stpauls.church/what-we-believe/>)
- **Competency:**
 - Willingness to serve with a humble and helpful attitude
 - Reliability and good communication
 - Openness to training for specific tasks (e.g., tech, music, catering, childcare)
 - No prior experience necessary – just a heart to serve and be part of the team
 - Creativity and/or event experience are helpful but not required

KEY TASKS AND RESPONSIBILITIES:

Depending on your chosen area(s), tasks may include:

- Setting up and packing down event spaces
- Serving food and drink or assisting in the kitchen
- Welcoming guests and helping create a friendly, inclusive environment
- Assisting with audio/visual needs or stage transitions
- Playing music or singing as part of a worship team
- Helping care for children during the event.

TRAINING AND SUPPORT:

You will be supported by the Women's Ministry Coordinator and your team lead for each event. Training will be provided where needed, and you'll always have clear instructions and a team to serve alongside. Whether it's your first time helping or you've served for years, you'll be encouraged every step of the way.