



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

### **ROLE TITLE: Women's Ministry – Events Planning Team**

***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:** The Women's Ministry Events Planning Team works together to prayerfully and strategically plan events that encourage, strengthen, and equip the women of our church community. This role includes planning and coordinating key events throughout the year such as term-based gatherings and the annual Women's Conference. Volunteers contribute ideas, help source speakers, organise catering, assist with event logistics, and create a welcoming and encouraging atmosphere for attendees.

#### **TIME COMMITMENT:**

The team meets in the lead-up to each women's event, typically once a term, and also serves on the day of the event for set-up, support, and pack-down. The time commitment may vary based on the scale of the event, but generally includes 2–3 planning meetings per event and availability on the event day.

#### **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.
  - Agree with SPCH Vision, Mission & Statement of Beliefs (<https://stpauls.church/what-we-believe/>)
- **Competency:**
  - Willingness to serve collaboratively in a team setting
  - Organisational skills and a heart for hospitality
  - Initiative in planning and executing ministry events
  - Creativity and/or event experience are helpful but not required

#### **KEY TASKS AND RESPONSIBILITIES:**

- Attend planning meetings in the lead-up to events.
- Participate in decision-making for event themes, speakers, and logistics.
- Assist in organising event catering, set-up, welcoming, pack-down, and other practical tasks.
- Serve on the day of the event to help create a welcoming and encouraging environment.
- Assist in planning and running the annual Women's Conference.

**TRAINING AND SUPPORT:**

You will be supported by the Women's Ministry Coordinator and fellow team members. All necessary instructions, tools, and resources will be provided as you step into your role, and team debriefs, or check-ins will occur after major events to continue growing the ministry.