



## St Paul's Castle Hill Volunteer Job Description

### ROLE: TEAM LEADER

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

**REPORTS TO:** MUSIC DIRECTOR (Scott Lavender)

#### **VISION/GOAL FOR THIS ROLE:**

The Team Leader is responsible for leading their Team by loving and caring for them in a pastoral capacity, pointing each member to Christ, and communicating team logistics and vision in a clear and loving way.

#### **TIME COMMITMENT:**

Band members generally serve once per month as part of their allocated team. For the week you are rostered on this includes a Thursday night rehearsal from 7-9pm, and Sunday hours of 9-11:30, then 5-7:30pm. On occasion you may be asked to fill in or cover for a teammate.

There may also be other opportunities to serve outside of a regular Sunday service (we ask that ideally these opportunities not replace your monthly commitment to your Team). These include opportunities such as:

- Easter and Christmas Services
- Team Nights
- Youth Group and Children's events
- Church conferences
- External carol events
- CityAlight ministry events

#### **KEY REQUIREMENTS:**

##### **CHARACTER:**

- Value and be growing in a relationship with Jesus
- Live a personal life that is above reproach
- Have others around you in your walk with Christ who affirm your character (staff, small group leader, team leader references)

##### **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/>)
- An understanding of our Vital Signs

##### **COMPETENCY:**

- Must be able to demonstrate a Christ-like leadership attitude
- Must be gifted in singing or in playing an instrument
- Able to lead and communicate clearly and lovingly with a team
- Must be organized and able to organize others
- Must strive to consistently model the values of the team and lead by example
- Must be able to think through the shape and journey of a service and how each song has its place within the service. This includes the seeing the overall dynamics of sound, theological and spiritual themes, and emotions across the service
- Must be able to provide helpful feedback to team members in a loving yet truthful way

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

- Work with Worship Leader/s in the lead up to the rehearsal and services to decide arrangements and song choices. This involves:
  - Communicating with the Preacher/s rostered for services that week
  - Praying and thinking through themes, passages, topics relevant for the week

- Choosing songs from the SPCH song playlist (choosing a song outside of the current list to introduce as a new song, or as an item within the service is also encouraged as long as the song is confirmed by the music director outside of a reasonable timeframe prior to the appropriate service).
  - Finalizing songs and upload to PCO to then communicate with the rest of the team by Thursday (one week prior to the Team's rehearsal) at the latest.
- Work with the band Leader to see the rehearsal run in a way that honours Christ.
- Incorporate prayer and possibly a pre-rehearsal devotion into the times that the Team is together
- Learn the songs prior to rehearsal and the services that week. Aim to be able to play the songs with no reliance on music for the services, and low reliance on words
- Aim to learn any specific parts on your instrument so that you feel confident to play them correctly with the team
- Listen to the rest of the band around you and play to compliment each other's overall style
- Continue to develop your gifts and be thoughtful in how you can invest in your equipment to benefit others
- Call Times:
  - Thursday Rehearsal: arrive ready for soundcheck at 7pm. Rehearsals finish around 9pm but may sometimes extend past that time if needed (Thursday rehearsal is not relevant for any singers serving only at 6pm service).
  - 10am service: arrive by 9am on the Sunday and gather with the team on the Old Northern Road side rear entrance of the church.
  - 6pm service: arrive by 5pm on the Sunday and setup to be ready for soundcheck at 5pm unless time otherwise specified by Team Leader
- You will receive your roster via Planning Centre Online (PCO) / Services App. Please confirm your rostered time with as much notice as possible, or decline if you are unable to serve and enter the reason within the appropriate box on PCO). Please do not leave yourself unconfirmed. You should aim to cover yourself by contacting other members of the team either via the appropriate FB messenger group, your Team Leader, or direct contact with your replacement. Please contact our administrator Rachael Nicholson, if you require specific contact details ([Rachael.Nicholson@stpauls.church](mailto:Rachael.Nicholson@stpauls.church))
- Please add all blackout dates to the Services App to assist us in planning.
- If you are unwell, please contact Scott Lavender.

#### **TRAINING AND SUPPORT:**

- One-on-ones every month with Music Director (and any other one-on-one support needed via catchup face-to-face, phone, email, text etc)
- Semi-regular all-in Team Nights with the rest of the Creative Team for the purpose of Vision, Community and Training
- Being part of a Team Environment
- On-the-job training and feedback
- Regular Communication from Music Director via Emails, Socials, Videos
- Other Band/Team Leader meetups where needed
- Admin support from Music Admin Assistant
- Orientation to any technology or tools required:
  - PCO rostering and song access
  - CCB (church database)
  - Spotify Playlist with all potential SPCH songs
  - Community Facebook Group access
- Church access via Key and Fob will be provided for all Band/Team Leaders

#### **ADDITIONAL RESOURCES:**

- Recommended Reading:
  - *Zac Hicks – The Worship Pastor*
  - *Bob Kauflin – Worship Matters*
  - *A.W. Tozer – Knowledge of the Holy*
  - *Puritan Prayer Book: Valley of Vision*
- Helpful Podcast:
  - *Sound Plus Doctrine, hosted by Bob Kauflin and David Zimmer*