

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

### **YOUNG ADULT SMALL GROUP LEADING**

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

**MINISTRY HEAD:** Erica Mandi Manga

**STAFF MINISTRY LEADER:** Erica Mandi Manga

**VISION/GOAL FOR THIS ROLE:** To foster spiritual growth in the Young Adults in your Small Group, through faithful and regular study of the Bible, fostering prayer that reflects the priorities of the Bible, and appropriate sharing of life and offering support and community for members.

**TIME COMMITMENT:**

2-3 hours weekly or fortnightly (with freedom to take breaks during school holidays if needed).

**KEY REQUIREMENTS:**

If your group contains YA under 18 years of age or any vulnerable young persons, you must hold a current WWCC#, which you should provide to our administration team along with your date of birth for verification, as well as a current Safe Ministry certificate and stay up-to-date with a refresher course every 3 years.

**CHARACTER:**

- Humility and self-awareness
- A personal faith that is growing and transparent
- Being other-person oriented
- Have others around you who affirm your character (this could be staff, a mentor, a small group leader or team leader)
- 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/>)
- A clear understanding of the gospel.

**COMPETENCY:**

- An ability to facilitate a discussion group that promotes conversation, honesty and growth
- An ability to study and understand Bible passages, without needing to know all the answers
- An ability to engage pastorally with your small group members
- An ability to foster a healthy group culture (that cuts against gossip, fosters appropriate confidentiality, appropriate accountability, and mutual encouragement of members).

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

- Prepare a study each week for your small group to go through, or support someone to do so
  - If you are following the church series, then go through them beforehand and edit as you see fit for your group's needs and maturity.
  - If doing your own studies, feel free to reach out for support.
  - Pass on feedback to Erica regarding the appropriateness of the studies provided by the church, so that we can be regularly improving them for your use
- Attend your small group at the regularly set time and location
  - You may choose to host, or another member might offer their place.
  - If you need another location to meet in, for example the church, please contact Erica so she can arrange that.
- Attend all young adult small group events as a group, either replacing your weekly meeting, or on top of it.
- Communicate any information regarding your group with staff where needed, and communicate with your group about relevant church events.
- If any referrable issues are raised, refer them to appropriate persons (e.g. make a report if child safety is an issue), including where you need extra support or input from staff.

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

- Training and support will be provided. For those who are new to small group leading, participation in this training is expected. For those who are experienced leaders, participation in SGL meetings is expected.
- All the church series studies are uploaded to the church's website under the resources tab (<https://stpauls.church/equip/>)
- If you need any further support in editing studies or writing them, contact Erica Mandi Manga.