



SERVE BOOKLET
launch phase

September 2025 – January 2026

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Introduction

Planting a new church is an exciting venture. God gives us the immense privilege of working with Him, as He unfolds His eternal plan to save sinners through the death and resurrection of His Son. It's an exciting – and weighty – thing to plant a church.

And this means that we want to be mindful of God's leading. For it is His church that we're planting – in His strength, in His manner, and with His purposes in mind.

Which means that, like every Christian church, **Foundry exists to glorify God, mature believers in their faith, and make more disciples of Jesus.** And we're to do this through the loving and prayerful ministry of His Word, the Bible.

It's in the Bible that God gives us some of the non-negotiables, some of the essential marks and activities of a Christian church.

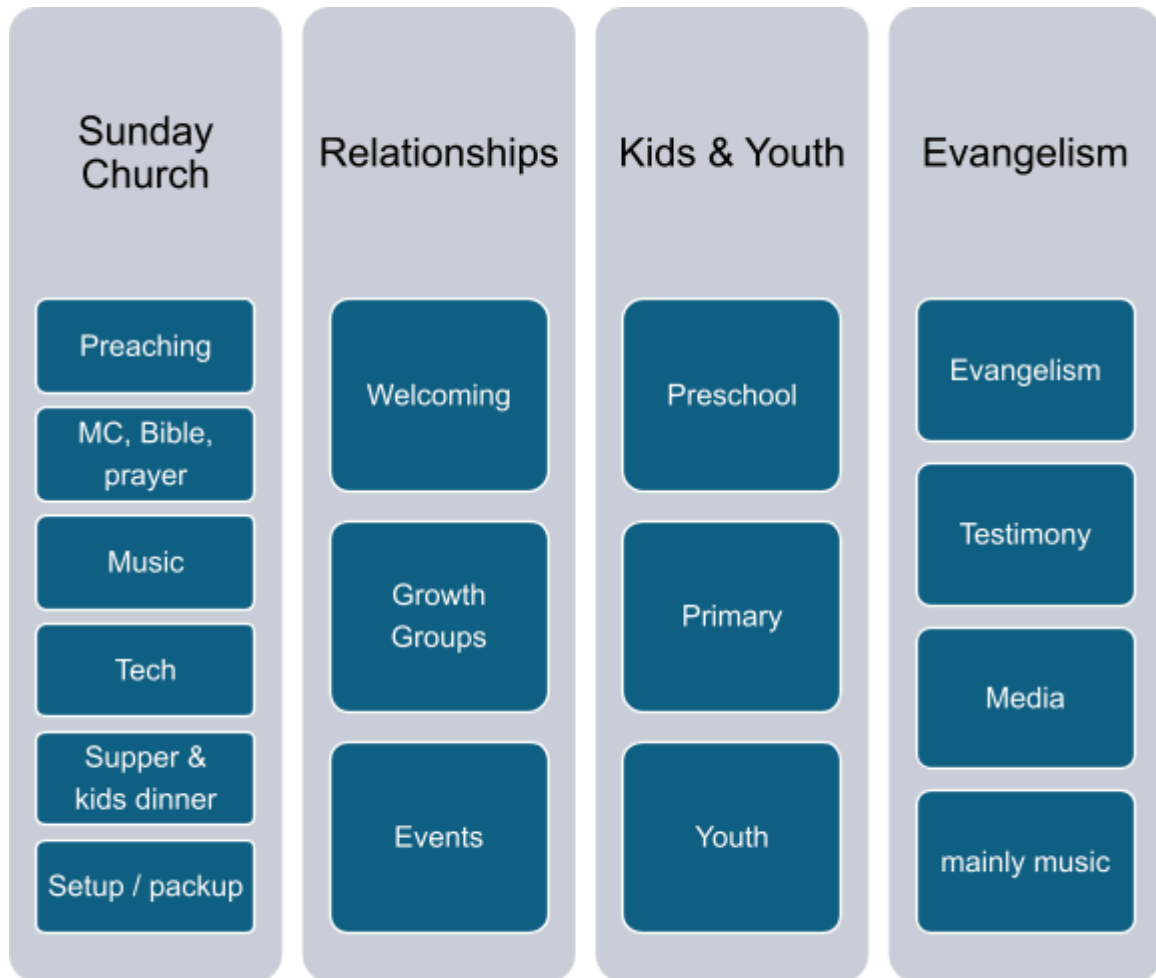
These include: our **unity under Christ** (Col 1.18; Eph 4.3-13); the reading and teaching of **His Word** (1 Tim 4.13; Matt 28.20; Ti 1.9); relationships marked by **love** (John 13.35); **prayer** (1 Tim 2:1-4); **singing** together (Col 3:16-17); being people who reflect **His character** (Gal 5.22-26; Eph 4.15-16); a living **concern for the salvation of others** (1 Tim 2.3-5; 2 Pe 3.8-15); the active **involvement of every member** of church (1 Cor 12.4-20); **baptising** new members of Christ's body (Matt 28.19; Acts 18.8); and remembering Jesus' death and resurrection in the **Lord's supper** (1 Cor 11.23-26)

These are the essentials which will shape every faithful church. And yet God has given us great freedom in how we apply these into our context (1 Cor 9.12-23), considering both what will help people around us to meet Jesus, and also what we will be like in September.

At a launch team discussion in 2025, we identified four factors that will 'flavour' the initial launch season:

- in September, at the end of the year, many of us will be tired,
- we also expect people to be moving to Newcastle to start a new job in 2026,
- we will have a range of ages from babies to retirees,
- as a new church, many of us will feel relationally disconnected.

Putting these together, we've decided to prioritise doing a few key things well – rather than trying to do everything from day one. And so we're going to organise ourselves around 4 key areas: **Sunday church, relationships, kids & youth, and evangelism.**



Within each of the 4 focus areas are ministry teams, who will each take responsibility for a certain aspect of church life together.

The rest of this 'playbook' consists of focus area and ministry team overviews, as well as role descriptions. The purpose is for everyone to be able to understand how we're going to operate initially, and to give enough information for people to see what they might like to be involved in. It's not perfect – there will be typos and missing info. But it's a start.

If you'd like to be involved in any of the ministry teams, please don't hesitate to get in touch with the pastoral team. We would love to chat.

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Sunday Church Overview

Goal for September to January

To run Sunday church in a such a way that God is honoured, Christians rejoice in Him, and visitors are keen to return and find out more.

How we'll aim to reach this goal

The teams we'll setup in order to carry this out:

Team 1: MC/Bible/Prayer Team

Description: help church to hear from, and respond to God.

Team Structure **1 team leader &**

Team 2: Music Team

Description: help church praise God through song.

Team Structure **2 team leaders & 4 team members**

Team 3: Tech Team

Description: run the tech to ensure the whole church can participate on Sunday.

Team Structure **1 team leader & 3 team members**

Team 4: Supper & Kids Dinner Team

Description: foster fellowship through food & love our little ones by filling their hungry tummies.

Team Structure **1 team leader & 3 team members**

Relationships Overview

Goal for September to January

To ensure everyone (launchers & newbies) at Foundry is building loving and edifying Christian relationships.

How we'll aim to reach this goal

Provide opportunities for connection with each other to grow in faith, love and knowledge of God.

The teams we'll setup in order to carry this out:

Team 1: Welcoming

Description: Initial contact and ongoing follow up as part of church community. Develop a culture whereby everyone is a 'welcomer'.

Team Structure

Co-ordinators + team of welcomers

Team 2: Growth Groups

Description: Small group for studying God's Word, investment in each other for encouragement and support in a deeper way. Every church member is encouraged to be part of a Growth Group.

Team Structure

Leader, co-leader, host with members of varying composition.

An overseer to all leaders for coordinating & training.

Team 3: Events

Description: Coordination of events for fellowship and fun and getting to know people outside of church and wider than Growth Groups – can be casual or formal & opportunity to promote hospitality.

Team Structure

Co-ordinator + members, with flexibility in leadership of individual events.

Kids & Youth Overview

Goal for September to January

To help kids & youth in church grow in following Jesus, and know that they belong in the wider church family.

How we'll aim to reach this goal

Run age-appropriate programs aligned with the adults' sermon series to disciple kids & youth; seek to involve kids & youth in serving; do Kids Spots in church.

The teams we'll setup in order to carry this out:

Team 1: Preschool

Description: run a Sunday program for preschoolers, teaching them to follow Jesus

Team Structure

1 Team leader & 3 members

Team 2: Primary

Description: run a Sunday program for primary schoolers, teaching them to follow Jesus.

Team Structure

1 Team leader & 3 members

Team 3: Youth

Description: run a Sunday program for teenagers, teaching them to follow Jesus – with a priority on building edifying relationships between teens, and between teens and leaders.

Team Structure

1 Team leader & 2 members

Evangelism Overview

Goal for September to January

To see 25 people visit Foundry church.

How we'll aim to reach this goal

Getting the word out through digital media (website, socials), as well as leafleting and doorknocking.

Advocating for a seeker-friendly church services (sermons, MCing, etc.)

The teams we'll setup in order to carry this out:

Team 1: Evangelism

Description: To share the gospel alongside the welcoming team on Sundays, and getting the word out via leafletting/doorknocking.

Team Structure

1 team leader & 3 team members

Team 2: Testimony

Description: Equipping people to share their Jesus story.

Team Structure

1 team leader & 3 team members

Team 3: Media Team

Description: To tell people outside our church what it's like inside. Posting on socials regularly (e.g. 1 post/wk).

Team Structure

1 Team leader/member

Sunday Church Role Descriptions

MC/Bible/Prayer Team Leader Role Description

The vision of Foundry is to see more people transformed by Jesus. The MC & Prayer Team contributes to this by helping the gathered church to engage with message being taught on Sunday, and to respond together in life and prayer.

Role

The specific role of Team Leader is to encourage and equip the team to achieve their purpose. This includes:

- Being a mature and maturing follower of the Lord Jesus Christ, committed to Foundry church, and abiding by the Foundry Code of Conduct.
- Train team members in service leading, Bible reading, and leading corporate prayer. This includes explicit training, giving feedback, and modelling the role yourself.
- Rostering MCs, Bible readers and Prayers for each Sunday service, and being willing to help with occasional services (e.g. Christmas carols).
- Providing prayer points/areas for the team members to use when they are leading prayer.

Ongoing Support

In order to carry out this role, the team leader will receive the following support:

- Regular communication from the pastoral team in regard to the teaching program.
- Quarterly meeting with a pastor to discuss and review the ministry.

Pastoral Oversight

The pastoral team member responsible for the support and oversight of this team is Sam.

Date created: 10 June 2025	Date adopted by Admin Team:
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Date to be reviewed:

MC/Bible/Prayer Team Member Role Description

The vision of Foundry is to see more people transformed by Jesus. The MC & Prayer Team contributes to this by helping the gathered church to engage with message being taught on Sunday, and to respond together in life and prayer.

Role

To achieve the above purpose, being an MC & Prayer Team member includes:

- Being a follower of the Lord Jesus Christ, committed to Foundry church and abiding by the Foundry Code of Conduct.
- Prayerfully preparing for Sunday Church, so that you're able to be relationally warm, and help people focus on God.
- As **MC**
 - Overview the run sheet (in discussion with the pastor), seeking to maximise engagement with the Word.
 - Prepare your parts (e.g. welcome, notices, interviews, close) to set a relationally warm tone, inviting both the believer and non-believer to wrestle with the Word.
 - Lead a pre-church run-through so that everyone is on the same page, and lead prayer for the night.
- As **Prayer**, prepare and write out prayers for the set prayer points/areas, and then lead the church in corporate prayers.
- As **Bible reader**, read the passage beforehand enough times in order to understand it, and be able to communicate the meaning of the passage through clear reading and appropriate emphases.

Ongoing Support

In order to carry out this role, the team member will receive the following support:

- Communication from the team leader regarding the sermon passage.
- Training from the team leader and opportunity to debrief as required: sit down meeting or quick conversation after church – as required.

Pastoral Oversight

The pastoral team member responsible for the support and oversight of this team is Sam.

Date created: 10 June 2025	Date adopted by Admin Team:
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Date to be reviewed:

Music Team Leader Role Description

The vision of Foundry is to see more people transformed by Jesus. The Music Team contributes to this by letting the Word of Christ dwell richly among us through singing, to His glory and praise.

Role

The specific role of Team Leader is to encourage and equip the team to achieve their purpose. This includes:

- Being a mature and maturing follower of the Lord Jesus Christ, committed to Foundry church, and abiding by the Foundry Code of Conduct.
- Selecting songs from the Foundry song list that help us respond to God's Word. This includes selecting the key and arrangement that will best serve the congregation.
- Introducing new songs as appropriate, in partnership with the pastoral team.
- Liaising with the pastoral team for PowerPoints, and getting music to the band.
- Encouraging members in their ministry.
- Leading rehearsals, and ensuring the band is ready to serve on Sunday.
- Playing roughly fortnightly and being willing to help with special occasions (e.g. Christmas carols) as you're able.

Ongoing Support

In order to carry out this role, the team leader will receive the following support:

- Communication of the sermon program, from the preaching team.
- Tech support from the tech team.
- Meeting with a Pastor termly to debrief and review the music ministry, and discuss recruiting.

Pastoral Oversight

The pastoral team member responsible for the support and oversight of this team is Evan.

Date created: 10 June 2025	Date adopted by Admin Team:
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Date to be reviewed:

Music Team Member Role Description

The vision of Foundry is to see more people transformed by Jesus. The Music Team contributes to this by letting the Word of Christ dwell richly among us through singing, to His glory and praise.

Role

To achieve the above purpose, being a Music Team member includes:

- Being a follower of the Lord Jesus Christ, committed to Foundry church and abiding by the Foundry Code of Conduct.
- Practising the music before rehearsal, and seeking to grow in your musical abilities.
- Being on time for rehearsals, arriving early enough to setup, troubleshoot any issues, and begin when the team leader is ready to begin.
- Sourcing your own instrument.
- Being a positive team member, working helpfully under the direction of your music team leader.
- Communicating promptly with the leader regarding things such as your availability.
- Playing approximately fortnightly and being willing to help with special occasions (e.g. Christmas carols) as you're able.

Ongoing Support

In order to carry out this role, the team member will receive the following support:

- Music, encouragement and communication from the team leader.
- Time to debrief and discuss any issues with the team leader.

Pastoral Oversight

The pastoral team member responsible for the support and oversight of this team is Evan.

Date created: 10 June 2025	Date adopted by Admin Team:
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Date to be reviewed:

Tech Team Leader Role Description

The vision of Foundry is to see more people transformed by Jesus. The Tech Team contributes to this by enabling the whole church to participate in what's going on.

Role

The specific role of Team Leader is to encourage and equip the team to achieve their purpose. This includes:

- Being a mature and maturing follower of the Lord Jesus Christ, committed to Foundry church, and abiding by the Foundry Code of Conduct.
- Co-ordinating team members to ensure the tech requirements are met for each Sunday.
- Following up any tech issues, troubleshooting, and communicating any learnings with the wider team.
- Liaising with the pastoral, admin, and music teams to make sure tech
- Training the tech team members.

Ongoing Support

In order to carry out this role, the team leader will receive the following support:

- Quarterly meeting with pastor to check in and discuss the tech ministry.

Pastoral Oversight

The pastoral team member responsible for the support and oversight of this team is Evan.

Date created: 10 June 2025	Date adopted by Admin Team:
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Date to be reviewed:

Tech Team Member Role Description

The vision of Foundry is to see more people transformed by Jesus. The Tech Team contributes to this by enabling the whole church to participate in what's going on.

Role

To achieve the above purpose, being a Tech Team member includes:

- Being a follower of the Lord Jesus Christ, committed to Foundry church and abiding by the Foundry Code of Conduct.
- Working under the direction of the tech team leader, to run the tech as required.
- Taking responsibility to learn how to use the tech.
- Communicating promptly with the team lead if you're unavailable.
- Being willing to help with special occasions (e.g. Christmas carols) as you're able.

Ongoing Support

In order to carry out this role, the team member will receive the following support:

- Rostering and co-ordination from the team leader.
- Troubleshooting help from the team leader.

Pastoral Oversight

The pastoral team member responsible for the support and oversight of this team is Evan

Date created: 10 June 2025	Date adopted by Admin Team:
Date to be reviewed:	

Supper & Kids Dinner Team Leader Role Description

The vision of Foundry is to see more people transformed by Jesus. The Supper & Kids Dinner Team contributes to this by fostering fellowship through food, and loving our little ones by filling their hungry tummies.

Role

The specific role of Team Leader is to encourage and equip the team to achieve their purpose. This includes:

- Being a mature and maturing follower of the Lord Jesus Christ, committed to Foundry church, and abiding by the Foundry Code of Conduct.
- Setting up appropriate menus, identifying and then taking into consideration various dietary requirements.
- Managing the budget and co-ordinating the team to source food each week.
- Recruiting, training, and encouraging team members, to ensure they have the appropriate skills and practices (e.g. food handling). This includes modelling the role for team members.
- Rostering and communicating with the team.

Ongoing Support

In order to carry out this role, the team leader will receive the following support:

- Open communication with the pastoral team for encouragement and feedback. This may include help liaising with parents about dietary needs, or other helpful advisors.

Pastoral Oversight

The pastoral team member responsible for the support and oversight of this team is Beck.

Date created: 10 June 2025	Date adopted by Admin Team:
Date to be reviewed:	

Supper & Kids Dinner Team Member Role Description

The vision of Foundry is to see more people transformed by Jesus. The Supper & Kids Dinner Team contributes to this by fostering fellowship through food, and loving our little ones by filling their hungry tummies.

Role

To achieve the above purpose, being a Supper & Kids Dinner Team member includes:

- Being a follower of the Lord Jesus Christ, committed to Foundry church and abiding by the Foundry Code of Conduct.
- Working under the direction of the team leader to provide food, setup, serve, and clean up on Sunday. The team leader will provide a set menu based on relevant dietary needs.
- Exercise hospitality with grace and love, as an expression of Christ's loving welcome of us (Romans 15:7).
- Communicating promptly with your team leader regarding your availability, or anything which would be helpful for them to know.

Ongoing Support

In order to carry out this role, the team member will receive the following support:

- Encouragement from the team leader.
- Open communication with the team leader to organise and troubleshoot any issues which arise.

Pastoral Oversight

The pastoral team member responsible for the support and oversight of this team is Beck.

Date created: 10 June 2025	Date adopted by Admin Team:
Date to be reviewed:	

Relationships Role Descriptions

Welcoming Team Leader Role Description

The vision of Foundry is to see more people transformed by Jesus. The Welcoming Team contributes to this by providing initial contact and helping people integrate into the life of church.

Role

The specific role of Team Leader is to encourage and equip the team to achieve their purpose. This includes:

- Being a mature and maturing follower of the Lord Jesus Christ, committed to Foundry church, and abiding by the Foundry Code of Conduct.
- Training members to welcome well and follow up newbies as needed.
- Provide a schedule for welcoming to the team and establish a WhatsApp group to promote communication and foster team ownership and faithfulness in this ministry.
- Organise an informal meeting (e.g. arvo tea) to provide opportunities for feedback/encouragement.
- Seek ways to encourage the whole church to grow in welcoming (e.g. small up-front segments, encouraging relevant sermon application).

Ongoing Support

In order to carry out this role, the team leader will receive the following support:

- Pastoral team support for feedback & recommendations (especially during the initial couple of months).
- Pastoral team support to keep spreading the vision for church-wide-welcoming from the pulpit.

Pastoral Oversight

The pastoral team member responsible for the support and oversight of this team is Sam.

Date created: 10 June 2025	Date adopted by Admin Team:
Date to be reviewed:	

Welcoming Team Member Role Description

The vision of Foundry is to see more people transformed by Jesus. The Welcoming Team contributes to this by providing initial contact and helping people integrate into the life of church.

Role

To achieve the above purpose, being a Welcoming Team member includes:

- Being a follower of the Lord Jesus Christ, committed to Foundry church and abiding by the Foundry Code of Conduct.
- Being committed to the Welcoming Team.
- Arriving 30 minutes before church begins to prepare and pray.
- Collecting newsletters and putting the flags out.
- Ensuring newbies are followed up after church.

Ongoing Support

In order to carry out this role, the team member will receive the following support:

- Communication from the team, via WhatsApp, for information about scheduling and who's new (especially for a newbies first couple of weeks).
- Opportunity for encouragement and debriefing as a team.

Pastoral Oversight

The pastoral team member responsible for the support and oversight of this team is Sam.

Date created: 10 June 2025	Date adopted by Admin Team:
Date to be reviewed:	

Growth Groups Co-Ordinator Role Description

The vision of Foundry is to see more people transformed by Jesus. The Growth Groups Team contributes to this by gathering the church into small groups to study God's Word and invest in each other for deeper support and encouragement.

Role

The specific role of Team Leader is to encourage and equip the team to achieve their purpose. This includes:

- Being a mature and maturing follower of the Lord Jesus Christ, committed to Foundry church, and abiding by the Foundry Code of Conduct.
- Coordinating Growth Group Leaders and helping people to find suitable groups to join.
- (Optional: 2ICs?)
- Providing materials for Growth Group leaders to use
- Co-ordinating ongoing training and encouragement for Growth Group leaders.

Ongoing Support

In order to carry out this role, the team leader will receive the following support:

- Support from the pastoral team to develop the teaching program, e.g. co-ordination with the sermon series, help finding small group resources, time to debrief and troubleshoot issues related to Growth Groups.

Pastoral Oversight

The pastoral team member responsible for the support and oversight of this team is Sam.

Date created: 10 June 2025	Date adopted by Admin Team:
Date to be reviewed:	

Growth Group Leader Role Description

The vision of Foundry is to see more people transformed by Jesus. The Growth Groups Team contributes to this by gathering the church into small groups to study God's Word and invest in each other for deeper support and encouragement.

Role

To achieve the above purpose, being a Growth Group Leader includes:

- Being a maturing follower of the Lord Jesus Christ, committed to Foundry church and abiding by the Foundry Code of Conduct.
- Co-ordinating Growth Group, liaising with the Growth Group Co-ordinator (& 2 ICs if required).
- Faithfully preparing and leading the study.
- Pastoral care, encouragement, cake, prayer, follow up.

Ongoing Support

In order to carry out this role, the team member will receive the following support:

- Ongoing training, prayer, and de-brief opportunities from the Co-ordinator.
- Sometimes pre-written studies, sometimes not.

Pastoral Oversight

The pastoral team member responsible for the support and oversight of this team is Sam.

Date created: 10 June 2025	Date adopted by Admin Team:
Date to be reviewed:	

Care Team Leader Role Description

The vision of Foundry is to see more people transformed by Jesus. The Care Team contributes to this by supporting church to be a loving family who care for each other's needs.

Role

The specific role of Team Leader is to encourage and equip the team to achieve their purpose. This includes:

- Being a mature and maturing follower of the Lord Jesus Christ, committed to Foundry church, and abiding by the Foundry Code of Conduct.
- Identifying people who may be in need of care, and ensuring they are asked if they'd like help.
- Co-ordinating help by communicating with relevant people (e.g. Growth Group leaders, pastoral team, the Helpers List).
- Creating and maintaining a Helpers List of people who are willing to help in various ways when needed (e.g. to mow lawns, provide meals, pray, or visit).
- Train and support team members to help co-ordinate this care.
- Continue to review the ministry and seek ways to improve it.

Ongoing Support

In order to carry out this role, the team leader will receive the following support:

- Help from the pastoral team to recruit helpers, and to promote the ministry publicly (for example, a Sunday church spot sharing different ways that people can access care at church).
- A monthly catch up to discuss progress, troubleshoot, and continue to shape the ministry.

Pastoral Oversight

The pastoral team member responsible for the support and oversight of this team is Sam.

Date created: 1 August 2025	Date adopted by Admin Team:
Date to be reviewed:	

Events Team Leader Role Description

The vision of Foundry is to see more people transformed by Jesus. The Events Team contributes to this by co-ordinating events for fellowship, fun, and promoting hospitality.

Role

The specific role of Team Leader is to encourage and equip the team to achieve their purpose. This includes:

- Being a mature and maturing follower of the Lord Jesus Christ, committed to Foundry church, and abiding by the Foundry Code of Conduct.
- Recruit people to initiate and organise these fun events.
- Train and equip team members in these events.
- Debrief with the team to assess the success of these events.

Ongoing Support

In order to carry out this role, the team leader will receive the following support:

- Prayer from the members and leaders.
- Support from the pastoral team, to ensure effective promotion of events.

Pastoral Oversight

The pastoral team member responsible for the support and oversight of this team is **Sam**.

Date created: 10 June 2025	Date adopted by Admin Team:
Date to be reviewed:	

Events Team Member Role Description

The vision of Foundry is to see more people transformed by Jesus. The Events Team contributes to this by co-ordinating events for fellowship, fun, and promoting hospitality.

Role

To achieve the above purpose, being an Events Team member includes:

- Being a follower of the Lord Jesus Christ, committed to Foundry church and abiding by the Foundry Code of Conduct.
- Meeting with the team as required for planning, training, and debriefing.
- Helping to organise events.
- Encouraging people to participate, being enthusiastic and communicating with them.

Ongoing Support

In order to carry out this role, the team member will receive the following support:

- Training, encouragement and prayer from team leader.
- Partnership with the pastoral team to ensure events are effectively promoted.

Pastoral Oversight

The pastoral team member responsible for the support and oversight of this team is **Sam**.

Date created: 10 June 2025	Date adopted by Admin Team:
Date to be reviewed:	

Kids & Youth Role Descriptions

Preschool/Primary Kids Team Leader Role Description

The vision of Foundry is to see more people transformed by Jesus. The Kids Team contributes to this by discipling preschool/primary aged children to know, follow, and serve Jesus.

Role

The specific role of Team Leader is to encourage and equip the team to achieve their purpose. This includes:

- Being a mature and maturing follower of the Lord Jesus Christ, committed to Foundry church, and abiding by the Foundry Code of Conduct.
- Praying for the team members and the kids in your care.
- Co-ordinating and rostering team members, in discussion with the Kids Pastor.
- Ensuring team members have the resources needed for each Sunday's lesson. E.g. this may include printing yourself, or finding others who are able to print the materials.
- Assigning tasks to the team members such as who will run games, teach segments, etc.
- Running termly team meetings for prayer, training, debriefing, and planning to progress the ministry.
- Ensuring every kid that joins church is invited to participate in the kids ministry, and getting their completed permission form to the Kids Pastor. This may include things like setting up a Kids Table at church, with a photo board of leader's faces, or finding other ways to communicate.
- Ensuring every kid who participates in kids church is signed in and out by their responsible adult.
- Encouraging team members in their ministry, and communicating any changes or developments or things that will help them serve the kids.

Ongoing Support

In order to carry out this role, the team leader will receive the following support:

- Lesson plans provided by the Kids Pastor
- Encouragement and support from the Kids Pastor.

Pastoral Oversight

The pastoral team member responsible for the support and oversight of this team is Beck.

Date created: 10/6/2025	Date adopted by Admin Team: 30/6/2025
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Date to be reviewed: 30/6/2026

Preschool/Primary Kids Team Member Role Description

The vision of Foundry is to see more people transformed by Jesus. The Kids Team contributes to this by discipling preschool/primary aged children to know, follow, and serve Jesus.

Role

To achieve the above purpose, being a Preschool/Primary Kids Team member includes:

- Being a follower of the Lord Jesus Christ, committed to Foundry church and abiding by the Foundry Code of Conduct.
- Praying for the children in your group, and seeking to build appropriate relationships with them and their parent/carer.
- Working under the direction of the team leader. This includes being well prepared for church, arriving on time and sticking around as required to help with setup and pack up.
- Communicating unavailability promptly with your team leader, along with anything else which will help them serve in their role.

Ongoing Support

In order to carry out this role, the team member will receive the following support:

- Lesson plans and resources from the team leader.
- Termly team meetings for prayer, training, debriefing, and planning.

Pastoral Oversight

The pastoral team member responsible for the support and oversight of this team is Beck.

Date created: 10/6/2025	Date adopted by Admin Team: 30/6/2025
Date to be reviewed: 30/6/2026	

Youth Team Leader Role Description

The vision of Foundry is to see more people transformed by Jesus. The Youth Team contributes to this by discipling high schoolers to know, follow, and serve Jesus.

Role

The specific role of Team Leader is to encourage and equip the team to achieve their purpose. This includes:

- Being a mature and maturing follower of the Lord Jesus Christ, committed to Foundry church, and abiding by the Foundry Code of Conduct.
- Co-ordinating and leading the team, in discussion with the Youth Pastor.
- Running weekly team meetings to pray for the teenagers; and to discuss, review and plan the weekly activities.
- Running a termly team meeting to plan out the following term, including teaching program, socials, and organising flyers and communication.
- Liaising with parents as required to keep them informed of things like the program, socials, etc.

Ongoing Support

In order to carry out this role, the team leader will receive the following support from the Youth Pastor:

- Weekly communication to discuss the ministry.
- Help finding/writing teaching materials.

Pastoral Oversight

The pastoral team member responsible for the support and oversight of this team is Evan.

Date created: 10/6/2025	Date adopted by Admin Team: 30/6/2025
Date to be reviewed: 30/6/2026	

Youth Team Member Role Description

The vision of Foundry is to see more people transformed by Jesus. The Youth Team contributes to this by discipling high schoolers to know, follow, and serve Jesus.

Role

To achieve the above purpose, being a Youth Team member includes:

- Being a follower of the Lord Jesus Christ, committed to Foundry church and abiding by the Foundry Code of Conduct.
- Working under the direction of the team leader, being committed to the team, and communicating things like unavailability in a timely manner.
- Praying for the teenagers at church, and seeking to build appropriate relationships with them and their parents.
- Being prepared for and positively engaged in youth activities – which may include Sunday and midweek activities – as planned by the team.

Ongoing Support

In order to carry out this role, the team member will receive the following support:

- Weekly team meetings to discuss, debrief and plan the ministry. This is the primary 'formal' space for communication and support.

Pastoral Oversight

The pastoral team member responsible for the support and oversight of this team is Evan.

Date created: 10/6/2025	Date adopted by Admin Team: 30/6/2025
Date to be reviewed: 30/6/2026	

Evangelism Role Descriptions

Evangelism Team Leader Role Description

The vision of Foundry is to see more people transformed by Jesus. The Evangelism Team contributes to this by getting the word out about church, and helping non-believers at church hear the gospel.

Role

The specific role of Team Leader is to encourage and equip the team to achieve their purpose. This includes:

- Being a mature and maturing follower of the Lord Jesus Christ, committed to Foundry church, and abiding by the Foundry Code of Conduct.
- Advocating for church to be outsider friendly. E.g. communicating with the pastoral team, or MCs, to identify and address unhelpful aspects of church in a timely and gracious manner.
- Co-ordinating the team on Sunday, to ensure non-believers hear the gospel in a warm and friendly way.
- Ensuring non-Christians are followed up and don't slip through the cracks.
- Organising doorknocking and leafleting, which includes sourcing promotional materials.

Ongoing Support

In order to carry out this role, the team leader will need the following support:

- Regular communication with the pastoral team for encouragement and support.
- Partnership with the pastoral team to assist in communicating and promoting evangelistic endeavours, especially in the lead up to evangelistic courses or 'campaigns.'

Pastoral Oversight

The pastoral team member responsible for the support and oversight of this team is Evan.

Date created: 10 June 2025	Date adopted by Admin Team:
Date to be reviewed:	

Evangelism Team Member Role Description

The vision of Foundry is to see more people transformed by Jesus. The Evangelism Team contributes to this by getting the word out about church, and helping non-believers at church hear the gospel.

Role

To achieve the above purpose, being an Evangelism Team member includes:

- Being a follower of the Lord Jesus Christ, committed to Foundry church and abiding by the Foundry Code of Conduct.
- An ability to relate well with a range of different people, and a willingness to speak to them about Jesus.
- Working with the team leader to ensure church is a warm place for non-believers.
- Working with the welcoming team to ensure new non-believers are welcomed well and followed up appropriately.
- Taking part in leafleting and doorknocking.

Ongoing Support

In order to carry out this role, the team member will receive the following support:

- Guidance and support from the team leader.

Pastoral Oversight

The pastoral team member responsible for the support and oversight of this team is Evan.

Date created: 10 June 2025	Date adopted by Admin Team:
Date to be reviewed:	

Media Team Leader Role Description

The vision of Foundry is to see more people transformed by Jesus. The Media Team contributes to this by being a megaphone to the outside world, using digital media to communicate and invite people to church.

Role

The specific role of Team Leader is to encourage and equip the team to achieve their purpose. This includes:

- Being a mature and maturing follower of the Lord Jesus Christ, committed to Foundry church, and abiding by the Foundry Code of Conduct.
- Co-ordinating team members to ensure church and events are well promoted on the Website and social media (Facebook & Instagram), in a timely manner.
- Providing training and feedback to members, to ensure communication is “seasoned with salt.” That is, done in godly, gracious and winsome manner.
- Liaising with various teams to determine what can be promoted. This may include the Evangelism team, the Events Team, the Pastoral Team, the Tech Team (livestreaming), etc.

Ongoing Support

In order to carry out this role, the team leader will receive the following support:

- Open communication with the pastor to discuss and troubleshoot any media- or team-related issues.

Pastoral Oversight

The pastoral team member responsible for the support and oversight of this team is Sam.

Date created: 10 June 2025	Date adopted by Admin Team:
Date to be reviewed:	

Media Team Member Role Description

The vision of Foundry is to see more people transformed by Jesus. The Media Team contributes to this by being a megaphone to the outside world, using digital media to communicate and invite people to church.

Role

To achieve the above purpose, being a Media Team member includes:

- Being a follower of the Lord Jesus Christ, committed to Foundry church and abiding by the Foundry Code of Conduct.
- Working under the direction of the team leader, including involvement in team meetings to brainstorming creative ideas, and communicating as required.
- Having or developing required tech skills to make use of relevant programs.
- Taking photos and videos for use in digital media, being mindful to get permission of those being photographed/filmed.
- Ensuring the website is up to date, and church/events are promoted well on social media.

Ongoing Support

In order to carry out this role, the team member will receive the following support:

- Encouragement and communication from the team leader

Pastoral Oversight

The pastoral team member responsible for the support and oversight of this team is Sam.

Date created: 10 June 2025	Date adopted by Admin Team:
Date to be reviewed:	

mainly music Team Member Role Description

The vision of Foundry is to see more people transformed by Jesus. The mainly music team contributes to this by engaging young families in the community with the gospel, through a fun music program.

Role

To achieve the above purpose, being a mainly music team member includes:

- Being a follower of the Lord Jesus Christ, committed to Foundry church and abiding by the Foundry Code of Conduct.
- Working under Beck's direction
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Ongoing Support

In order to carry out this role, the team member will receive the following support:

- Encouragement and communication from the team leader

Pastoral Oversight

The pastoral team member responsible for the support and oversight of this team is Beck.

Date created: 10 June 2025	Date adopted by Admin Team:
Date to be reviewed:	