

Overview: Purpose and aim

Purpose and aim:

Halswell Community Church exists to introduce people to Jesus. We are all about *lead, commune, disciple*.

In addition, according to Ephesians 4, the purpose and aim for each local church is (v11-15):

11 Christ himself gave the apostles, the prophets, the evangelists, the pastors and teachers, **12** to equip his people for works of service, so that the body of Christ may be built up **13** until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ. **14** Then we will no longer be infants, tossed back and forth by the waves, and blown here and there by every wind of teaching and by the cunning and craftiness of people in their deceitful scheming. **15** Instead, speaking the truth in love, we will grow to become in every respect the mature body of him who is the head, that is, Christ. **16** From him the whole body, joined and held together by every supporting ligament, grows and builds itself up in love, as each part does its work.

We're in this together!

God has made us all with gifts and abilities (v11-12) we can use and accomplish far more together than we can apart (v13). We grow together (v14-15) in Jesus, as one body together (v16).

So this booklet outlines some - but by no means all - roles that make stuff happen with HCC as we gather to celebrate Jesus and as we scatter to live and speak for Jesus in the communities in which He's placed us.

Children's church



Kids Church Volunteer Roles & Descriptions

1. Co-ordinator

Purpose: To teach the Bible lesson and guide the session for a particular age group.

- **Commitment:** Weekly or biweekly
 - **Key Responsibilities:**
 - Prepare and teach Bible-based lessons.
 - Have three groups ready to go- ages 3-5, 5-9, 9-13
 - Have worship appropriate to the children
 - Lead group activities and prayer.
 - Ensure a safe, welcoming, Christ-centred environment.
 - Buy rewards at the end of the year
 - Sort rosters
 - Communicate with parents
 - Buy resources
 - Print and sort lessons when/where required
 - Have a clean and safe environment
 - Sort prizes for Bible verse memorisation
 - **Qualities Needed:**
 - Confident communicator, reliable, spiritually mature.
 - Experience with children is helpful but not required.
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2. Key teachers -

Purpose: To support the lead teacher in all activities.

- **Commitment:** Weekly, biweekly, or monthly
- **Key Responsibilities:**
 - Help manage behaviour and assist with crafts/games.

- Help children feel included and cared for.
 - Assist with setup and pack down.
- **Qualities Needed:**
 - Warm, patient, team player.

Church Welcomer (Host/Usher)

Role Title: Church Welcomer (Host/Usher)

Purpose:

To create a warm, safe, and welcoming environment for everyone who is part of the weekly Sunday church meeting —whether it's their first time or hundredth.

Key Responsibilities:

Before the Service

- Arrive early to pray with the team and receive any instructions.
- Greet people warmly as they arrive—with a smile and a friendly tone.
- Assist newcomers with questions (toilets, kids check-in, timings, etc.).
- Help direct families, elderly, or those with special needs.
- Distribute any meeting materials (notices, message outlines, communion cups, etc.).

During the Service

- Help latecomers find seats quietly and respectfully.
- Be alert to any needs in the room (e.g., someone unwell or confused).
- Assist with financial offering collection (if applicable) or communion service.
- Support any movements (e.g., during prayer, response, ministry time) with reverence and order.

After the Service

- Continue greeting and engaging with newcomers.
- Direct people to tea/coffee area or next-step information.
- Identify visitors who may want to have introductions with leaders.

- Help tidy the room or foyer as needed.
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Qualities Needed:

- Friendly, warm, and approachable
 - Reliable and punctual
 - A heart to serve and make people feel valued
 - Observant and sensitive to others' needs
 - Good communicator and team player
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Time Commitment:

- Serve on a roster (e.g., once every 3–4 weeks)
- Arrive 30–45 minutes before meeting begins
- Remain available until after the meeting concludes (~15–20 mins afterwards)

Worship



Role 1: Musical Worship Leader

Phil

Key Responsibilities:

- Prayerfully plan and lead the musical portion of the service.
- Select songs that align with the message and church vision.
- Lead songs with authenticity and spiritual sensitivity.
- Coordinate with the pastor, tech team, and other musicians.
- Lead rehearsals and communicate expectations with the team.
- Model a lifestyle of worship both on Sundays and throughout the week.
- Connect with the whole service team to align the vision.
- Set the tone with enthusiasm.

Qualities Needed:

- Spiritually mature and musically skilled.
- Strong leadership and communication.
- Humble, teachable, and sensitive to the Holy Spirit.
- Comfortable speaking or praying in front of the congregation.

Commitment:

- Serve as rostered (e.g. 1–2x per month).
- Arrive early for rehearsal and soundcheck.
- Attend worship team meetings and team nights as required.

Role 2: Musical Worship Team Member (Musician or Vocalist)

Penny, Hazel, Kevin, Murray

Key Responsibilities:

- Arrive on time and be prepared with your parts learned.
- Contribute musically under the direction of the worship leader.
- Engage in worship both musically and spiritually.
- Attend rehearsals, soundcheck, and full team run-throughs.
- Support a worshipful environment through attitude and presence.

Qualities Needed:

- Musical ability and a heart to serve.
- Flexible and open to feedback.
- Team player with a heart for God's presence, not performance.
- Reliable and committed to the schedule.

Commitment:

- Serve as rostered (e.g. every 2–4 weeks).
- Personal practice during the week.
- Rehearsal and soundcheck before each service.

Team Expectations:

- Live a lifestyle that honours Christ and represents the church well.
- Communicate early if unavailable or running late.
- Be prayerful and spiritually prepared to lead others in worship.
- Participate in full-team worship nights or training sessions.

Lifegroups



Role: Life Group Coordinator

Purpose:

To oversee, support, and grow the life group ministry by resourcing leaders, fostering connection, and ensuring healthy group life across the church.

Key Responsibilities:

- Provide encouragement, coaching, and oversight to Life Group Leaders.
- Ensure every group leader is equipped and supported.
- Help connect new people into suitable life groups.
- Communicate group needs, feedback, and highlights to church leadership.
- Organise or assist in leader training, social events, and resource distribution.
- Champion the value of Life Groups within the wider church.

Qualities Needed:

- Leadership, organisational, and pastoral gifting.
- Good communicator and encourager.
- Spiritually mature and aligned with the church's vision.
- Able to work collaboratively with church staff and volunteers.

Commitment:

- Regular check-ins with leaders (e.g. monthly).
- Attend and help lead leader training events (termly or as needed).
- Be accessible to new attendees seeking group connection.



Role: Life Group Leader

Purpose:

To lead a small group of people in growing closer to Jesus through authentic community, Scripture, prayer, and life-sharing.

Key Responsibilities:

- Facilitate regular group meetings (weekly or fortnightly).
- Lead or delegate Bible study, discussion, and prayer times.
- Create a welcoming, safe, and spiritually encouraging environment.
- Care for group members—pray for them, follow up on needs, and encourage them in their faith journey.
- Identify and raise up new leaders from within the group.
- Communicate regularly with the Life Group Coordinator or Pastor.

Qualities Needed:

- Spiritually mature and growing in faith.
- Relational, trustworthy, and pastoral in heart.
- Able to lead group discussions and listen well.
- Teachable and accountable to leadership.

Commitment:

- Lead or co-lead a group for at least one term/season (approx. 3–4 months).
- Attend leader training or coaching sessions as scheduled.
- Invest in group members outside of formal meetings as appropriate.

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Qualities Needed:

- Leadership, organisational, and pastoral gifting.
- Good communicator and encourager.
- Spiritually mature and aligned with the church's vision.
- Able to work collaboratively with church staff and volunteers.

Commitment:

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- Attend and help lead leader training events (termly or as needed).
- Be accessible to new attendees seeking group connection.

Tech



Tech Team Role Description- James (Brent, Zack, Gideon)

Empowering worship and communication through sound, visuals, and media.

Purpose:

To serve the church by managing the technical elements of Sunday services and events—ensuring clear sound, engaging visuals, smooth livestreams, and timely media sharing—all in support of a Christ-centred, distraction-free worship environment.

Key Responsibilities:

- **Audio (Sound):**
 - Set up and mix live sound for worship, preaching, and videos.
 - Soundcheck microphones and instruments.
 - Monitor audio throughout the service and adjust as needed.
- **Visuals (Slides & Media):**
 - Operate presentation software for worship lyrics, message slides, and notices.
 - Ensure smooth transitions, correct timing, and clear display.
 - Prepare or load presentation materials before the meeting.
- **Livestream & Recording:**
 - Set up and run livestream cameras and software.
 - Monitor audio and video quality during the stream.
 - Start/stop the stream and handle any tech issues quickly.
- **Media Management & Uploads:**

- Edit and upload message recordings to the church website or platforms.
 - Organise media files and ensure clear titles and descriptions.
 - Maintain consistency in publishing content weekly (or as scheduled).
 - **Team Coordination:**
 - Arrive early for setup and coordinate with worship leaders, MCs, and speakers.
 - Pack down equipment after the service.
 - Communicate any technical needs or issues to the team leader or pastor.
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Qualities Needed:

- Technically confident (or willing to learn) in sound and media systems.
 - Servant-hearted and calm under pressure.
 - Detail-oriented and reliable.
 - Good communicator and team player.
 - Flexible—able to adapt between roles as needed.
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Time Commitment:

- Serve on a roster (e.g. every 2–4 weeks).
 - Arrive 45–60 minutes before service for setup and soundcheck.
 - Stay 15–30 minutes after for pack-down and media wrap-up.
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Training & Support:

- On-the-job training provided for all systems.
- Ongoing support from the Tech Team Leader or Pastor.
- Opportunities to grow in new areas of media, sound, and production.

MC



MC (Master of Ceremonies) Role Description

Helping the congregation feel connected, informed, and prepared to encounter God during the service.

Purpose:

To guide the flow of the church service with clarity, warmth, and spiritual sensitivity—helping people engage fully in worship, feel welcomed, and understand what’s happening.

Key Responsibilities:



Before the Service

- Connect with the musical worship leader, preacher, and tech team to confirm the plan for the meeting.
- Pray with the service team before the meeting begins.
- Prepare key information: notices, transitions, financial offering message, etc.



During the Service

- Open the meeting with prayer and Bible reading, with a warm and enthusiastic welcome to set the tone.
- Facilitate smooth transitions between different elements (e.g., from musical worship to notices, or message to communion).
- Communicate announcements clearly and briefly.
- Lead the congregation in prayer, giving, and any responses as needed.
- Support the preacher and musical worship team by reinforcing the overall message and flow.
- Be attentive to the Holy Spirit and flexible if changes are needed.

After the Service

- Encourage people to connect (e.g. over tea/coffee, or at the welcome/info desk).
 - Be available to greet newcomers or assist with next steps.
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Qualities Needed:

- Warm, confident communicator.
 - Spiritually grounded and sensitive to the moment.
 - Able to think on their feet and adapt to changes.
 - Friendly and welcoming, with a genuine love for people.
 - Comfortable speaking in front of a crowd and using a microphone.
-

Time Commitment:

- Rostered as needed (e.g., once every 3–6 weeks).
 - Arrive at least 45 minutes before the service.
 - Review meeting flow in advance and stay 10–15 minutes post-meeting to assist if needed.
-

Training & Support:

- Orientation provided for new MCs (voice, stage presence, structure).
- Ongoing guidance and encouragement from the service organiser, Pastor or Worship Lead.
- Opportunities to grow in public speaking and ministry leadership.

Parents group



Role: Parents Group Leader

Key Responsibilities:

- **Plan and lead** regular weekday meetups for parents, caregivers, and young children.
- Create a **warm, inclusive environment**—welcoming all, regardless of background or church affiliation.
- Coordinate activities such as playtime, group discussions, parenting resources, prayer, and seasonal events.
- Oversee venue use—whether in the **community hub, church school buildings**, or other suitable spaces.
- Develop a rhythm that may include simple devotionals, testimonies, or parenting encouragement from a biblical perspective.
- Build relationships with attendees and identify pastoral or spiritual opportunities.
- Work with the church team to ensure alignment with wider church vision and safe ministry policies.

Qualities Needed:

- Friendly, relational, and nurturing.
- Organised and able to lead a team.
- Passionate about families and local community outreach.
- Sensitive to different backgrounds, faith levels, and parenting styles.
- Committed to creating a safe and welcoming space for all.

Commitment:

- Weekly or fortnightly group (plus prep and follow-up).

- Occasional planning meetings or training with church staff or volunteers.
 - Attend family-focused church events where possible.
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Role: Parents Group Supporter / Helper

Key Responsibilities:

- Assist with **setup, pack-down**, and refreshments.
- Help supervise children in play areas or activity spaces.
- Welcome new parents, introduce them to others, and offer a listening ear.
- Support the leader in running games, songs, crafts, or conversations.
- Be available for practical help or pastoral care (where appropriate).

Qualities Needed:

- Warm, servant-hearted, and good with both adults and children.
- Willing to pitch in wherever needed.
- Able to build genuine, supportive relationships.
- Respectful of privacy and boundaries.

Commitment:

- Serve on a roster (e.g. every 2–4 weeks or more if available).
 - Arrive ~30 minutes early for setup.
 - Help clean or pack down after group finishes.
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Community & Outreach Potential:

- **Outreach:** This group can be a gentle first step into church life for parents who aren't yet connected to faith.
 - **Resource Sharing:** Opportunities to provide parenting books, Bibles, local service info, and invitations to church events.
 - **Community Hub/School Use:** Use of existing **church buildings or community hub** adds flexibility and visibility.
 - **Collaborations:** Connect with local organisations (e.g. playgroups, libraries, food banks) to extend support or invite guests.
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Training & Support:

- Training provided in child safety, hospitality, and group leadership.
- Regular check-ins with a ministry overseer or pastor.
- Resources available from the church to support spiritual and practical elements.

  Men's/Women's Ministry
Coordinator



Men's/Women's Ministry Co-ordinator

Building connection, fun, and meaningful community among the men/women of the church.

Purpose:

To lead and coordinate ministry to men or women by planning events, building relationships, and helping people feel connected to church life and to one another—whether they're longtime members or brand new.

Key Responsibilities:

- **Plan engaging events** (e.g. breakfasts, coffee catch-ups, game nights, walks, BBQs, movie nights, retreats, workshops, etc.) that are fun, welcoming, and inclusive.
 - Create opportunities for **newcomers to get involved** and form genuine friendships.
 - Collaborate with church leadership to ensure events reflect the church's values and schedule.
 - Encourage spiritual growth through testimonies, devotionals, or guest speakers where appropriate.
 - Maintain good communication—sending invitations, coordinating RSVPs, and promoting events via church platforms (e.g. email, socials, newsletters).
 - Identify and empower other team members or helpers to contribute with planning, setup, or hosting.
 - Ensure all events are welcoming to people from a variety of backgrounds and ages.
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Qualities Needed:

- Friendly, relational, and approachable.

- Organised and proactive in planning and communication.
 - A heart for hospitality and seeing people connected and cared for.
 - Creative and fun-loving with a pastoral awareness.
 - Willing to work with others and take initiative.
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Time Commitment:

- Plan and run events every 1–2 months (or as suits your church rhythm).
 - Occasional meetings with church leadership for coordination.
 - Available to connect with individuals outside of events when possible.
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Support Provided:

- Guidance and pastoral oversight from a relevant staff member or elder.
- Budget support and use of church facilities as available.
- Promotion assistance through church comms team (if applicable).
- Access to church calendar and planning tools.

hospitality/pastoral care group

Hospitality & Pastoral Care Coordinator

Helping people feel seen, supported, and spiritually cared for.

Purpose:

To support the pastoral health and hospitality of the church by coordinating care efforts, mobilising volunteers, and helping ensure people in need are connected with appropriate support—whether practical, emotional, or spiritual.

Key Responsibilities:

Pastoral Care Coordination

- Maintain an overview of who may need pastoral attention (e.g. hospitalised, grieving, struggling, isolated).
- **Direct care requests** to the appropriate elder, pastor, or life group leader.
- Keep a light touch record of check-ins to avoid missed follow-ups.
- Help identify pastoral needs through church connection points (e.g. life groups, prayer requests, service conversations).
- Provide gentle feedback to elders/pastors if follow-up is needed.

Hospitality & Meals Ministry

- Coordinate **meal rosters** for families with new babies, people recovering from illness/surgery, or going through crisis.
- Use simple digital tools (like MealTrain, TakeThemAMeal) or paper sign-up sheets as needed.
- Ensure volunteers are rostered, reminded, and appreciated.

Prayer & Encouragement

- Organise and maintain **prayer chains or prayer team requests**, respecting privacy and confidentiality.
- Share urgent prayer needs with the appropriate leadership.
- Coordinate simple encouragement gestures—cards, flowers, check-in calls, etc.

Connection & Welcome

- Work with the welcome team to **follow up with newcomers** and help them connect into life groups, ministry teams, or social settings.
 - Help ensure no one gets lost or left behind—especially those on the fringes or in transition (e.g. newly single, new to town, post-hospital stay).
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Qualities Needed:

- Warm, compassionate, and trustworthy.
 - Organised and able to manage simple systems and rosters.
 - Strong communicator—comfortable texting, calling, or emailing people.
 - Emotionally aware and discreet with sensitive information.
 - Able to work well with both pastoral leadership and volunteers.
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Time Commitment:

- Flexible weekly time commitment, depending on need (avg. 1–3 hours/week).
 - Occasional meetings or check-ins with the lead pastor and/or elders.
 - Available to respond to care requests in a timely way (within reason).
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Support Provided:

- Pastoral oversight and guidance from the lead pastor or elder.
- Budget or resource access for cards, small gifts, or meals (if available).
- Use of church tools (e.g. planning center, Google forms, group chats) to help manage rosters and communication.

Youth and intermediate helpers

Purpose:

To assist with leading and supporting programmes for intermediate and high school-aged youth—both on Sundays and midweek. Helpers create a fun, safe, and welcoming environment where young people can engage with faith, build friendships, and experience God's love.



Intermediate Programme Helper (Years 7–9)

Context: Sunday Morning Services & Outreach Events

Key Responsibilities:

- Assist the programme leader with activities, games, teaching, and group discussions.
- Build positive, encouraging relationships with intermediates.
- Help with setup, pack-down, and managing resources or supplies.
- Provide gentle behaviour support and help keep the environment safe and inclusive.
- Be available to connect with newcomers or quieter kids.
- Support any **outreach events or community connections** (e.g. sports nights, holiday programmes, school engagement).

Qualities Needed:

- Fun, energetic, and friendly.
- A good listener who enjoys working with tweens/early teens.
- Reliable, team-oriented, and ready to pitch in.
- Comfortable sharing faith or leading a simple prayer or small group if asked (training available).

Time Commitment:

- Serve on a roster (e.g. every 2–4 weeks on Sundays).
 - Occasional involvement in outreach events (as available).
 - Arrive ~30 minutes before the programme starts.
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Youth Group Helper (Years 9–13)

Context: Midweek Youth Group & Outreach Events

Key Responsibilities:

- Support the youth pastor/leader in running midweek programmes—games, discussion groups, worship, and activities.
- Build **trusting, supportive relationships** with teens while maintaining healthy boundaries.
- Be present and available for meaningful conversation and spiritual encouragement.
- Help manage group dynamics and provide a safe, fun space.
- Assist with special events, camps, or community outreach efforts as needed.

Qualities Needed:

- Approachable, dependable, and relational.
- Passionate about seeing young people grow in faith and life.
- Willing to model a Christ-centred life and speak encouragement into youth.
- Emotionally mature and able to maintain confidentiality and trust.

Time Commitment:

- Weekly or fortnightly evening involvement.

- Attend occasional leader huddles or training.
 - Serve at special events (e.g. youth camps, worship nights, community events) if possible.
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Training & Support:

- Full training provided in youth safety, boundaries, and ministry philosophy.
 - Regular check-ins with the youth/intermediate leader.
 - Ongoing support from church leadership and pastoral staff.
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All Helpers Must:

- Be committed to a Christ-centred life and uphold the values of the church.
- Complete any required child safety training or background checks.
- Be consistent, communicative, and prayerful in serving.

Administration/events



Administration & Events Coordinator

Keeping church life organised, welcoming, and well-run through admin support and event planning.

Purpose:

To support the smooth running of church operations and events through effective administration, communication, and coordination. This role helps make ministry happen by planning details, creating systems, and ensuring events and gatherings are welcoming and well-organised.

Key Responsibilities:



Administration Support

- Assist with general office tasks (e.g. printing, updating contact lists, replying to emails).
- Maintain accurate records for teams, rosters, bookings, and church databases.
- Help schedule meetings, send reminders, and manage calendars for leaders or events.
- Support communication (e.g. prepare newsletters, announcements, social posts).
- Assist with onboarding volunteers and distributing ministry resources.



Event Planning & Coordination

- Help plan and coordinate church events (e.g. baptisms, community days, training nights, holiday services, outreach).
- Work with ministry leaders to create event checklists, timelines, and logistics plans.
- Organise catering, décor, signage, bookings, and volunteer rosters.
- Ensure spaces are prepped and ready—tech, furniture, hospitality, etc.
- Greet guests or oversee set-up and pack-down teams when needed.

Qualities Needed:

- Organised and detail-oriented.
- Strong communicator—written and verbal.
- Friendly and calm under pressure.
- A team player with a servant-hearted attitude.
- Confident using email, spreadsheets, calendars, and basic digital tools.
- Able to take initiative and follow through with tasks.

Time Commitment:

- Flexible—can range from 1–5 hours/week depending on capacity and events.
- Availability for major church events (e.g. Christmas, Easter, special weekends).
- Can be split between a team of people or done partially from home.

Support Provided:

- Guidance and oversight from a church leader or pastor.
- Access to resources and templates for planning and communication.
- Training in systems or tools as needed (e.g. database, email tools, Canva).

Marketing and Communications



Marketing & Communications Coordinator

Helping the church communicate clearly, creatively, and consistently to its people and the wider community.

Purpose:

To support the church's mission by creating and coordinating effective communication across digital, print, and in-person platforms—ensuring people stay informed, feel connected, and are invited into the life of the church and the message of Jesus.

Key Responsibilities:



Digital Communication

- Maintain and update church website content (events, sermons, service info, contact details).
- Manage social media accounts (Facebook, Instagram, etc.)—create posts, stories, reels, and reply to messages.
- Design and send regular e-newsletters or email updates to the church mailing list.
- Promote events and ministry opportunities online in an engaging and timely way.



Internal Communication

- Support clear communication across ministries—create Sunday slides, bulletin inserts, or screen notices.
- Work with ministry leaders to promote key events and programmes (e.g. kids, youth, small groups, outreach).
- Ensure newcomers receive welcome emails, follow-up info, or printed materials.



Print & Visual Media

- Design posters, flyers, signage, and branding for events and key church messages (using Canva or similar).
- Ensure signage and printed material around the church is up to date and clear.
- Coordinate printed materials for major events (e.g. Easter, Christmas, conferences).

Public Outreach

- Promote church events and outreach in the wider community through social media, local online groups, posters in town, or community newsletters.
- Craft clear, welcoming language that reflects the church's voice and values.

Qualities Needed:

- Creative and clear communicator.
- Detail-oriented, organised, and reliable with deadlines.
- Confident with tools like Canva, email platforms (e.g. Mailchimp), and social media.
- Able to write in a warm, engaging tone that reflects the church's heart.
- Team player—works well with staff, volunteers, and ministry leaders.

Time Commitment:

- Flexible 2–5 hours/week (varies depending on upcoming events and platform activity).
- Occasional presence at events for photography or content gathering.
- May work remotely or from the church office.

Support Provided:

- Guidance from a staff member or lead pastor.
- Access to branding templates, images, and tools.
- Training in platforms used (website CMS, Canva, Mailchimp, etc.).
- Collaboration with event organisers and ministry teams for content.

Set-up/Pack-down/Maintenance

Set-Up, Pack-Down & Maintenance Team

Creating a welcoming, functional, and safe space for worship, community, and outreach.

Purpose:

To serve the church by preparing and maintaining physical spaces for gatherings and events—setting up furniture, equipment, and signage; packing down efficiently after services; and helping care for the ongoing condition of church facilities.

Key Responsibilities:

Set-Up (Before Services/Events)

- Arrive early to set up chairs, tables, signage, tech gear, communion stations, kids' spaces, etc.
- Ensure the space is clean, tidy, and welcoming.
- Assist with stage/lighting/AV if required (with guidance from tech team).
- Check facilities for safety or cleanliness concerns (e.g. spills, loose cords, bathroom supplies).

Pack-Down (After Services/Events)

- Clear and stack chairs and tables as required.
- Pack up signage, cables, and equipment with care.
- Help return the space to its original condition (especially in hired venues).
- Assist with rubbish removal and light cleaning duties as needed.

Maintenance Support (Optional/As Needed)

- Assist with simple repairs, painting, or maintenance tasks around the church building or venue. Look into Health and Safety of the venue. Fire marshal etc
 - Notify leadership of any hazards, repairs needed, or supplies running low.
 - Help manage tools, storage areas, or supplies inventory.
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Qualities Needed:

- Reliable and punctual.
 - Willing to serve practically and take initiative.
 - Able to lift, carry, or move basic equipment (within safety limits).
 - Works well in a team and follows instructions.
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Time Commitment:

- Rostered for Sundays or events (arrive 60–90 minutes early, stay ~30–45 minutes after).
 - Occasional help during the week for special events or facility needs.
 - Maintenance tasks are flexible and based on skill/time availability.
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Support Provided:

- Clear instructions and checklist for setup/pack-down.
- Oversight from a facilities or service coordinator.
- Training in safe handling of equipment and venue-specific protocols.
- Tools and supplies provided for tasks (e.g. trolleys, gloves, cleaning gear).

Prayer team

Role: Prayer Team Coordinator

Purpose:

To lead, equip, and coordinate the church prayer ministry, ensuring prayer is a foundational part of church life—before services, during the week, and at key ministry times.

Key Responsibilities:

- **Coordinate Weekly Prayer Gatherings:**
 - Lead or delegate leadership of pre-service prayer on Sundays.
 - Organise weekly or fortnightly prayer meetings (in person or online).
 - Encourage and support group/individual prayer during the week.
- **Develop and Support the Prayer Team:**
 - Recruit, train, and care for prayer team members.
 - Provide resources and spiritual encouragement to strengthen team unity and effectiveness.
 - Hold occasional team catch-ups or retreats for encouragement and renewal.
- **Prayer Coverage & Response:**
 - Coordinate prayer coverage for Sunday church meeting, ministries, events, and pastoral needs.
 - Manage and distribute prayer requests confidentially and appropriately.
 - Oversee response teams for prayer ministry after meetings if applicable.
- **Collaboration:**
 - Work closely with the pastor, elders, and ministry leaders to discern areas of focus for prayer.
 - Contribute prayer insight to leadership and strategic decision-making when invited.
- **Special Focus:**

- Organise church-wide prayer and fasting initiatives.
- Mobilise emergency prayer chains for urgent needs.

Skills/Attributes:

- Mature in faith with a strong personal prayer life.
- Discreet, trustworthy, and able to handle confidential information.
- Pastoral and encouraging.
- Organised and proactive in communication.

Reports to: Pastor or appointed elder.

Role: Prayer Team Member

Purpose:

To faithfully support the spiritual life of the church by interceding regularly and creating a prayerful atmosphere for church gatherings and ministry.

Key Responsibilities:

- **Sunday Prayer:**
 - Attend pre-service prayer times to intercede for the service, pastor, worship, and attendees.
 - Be available to pray with others during or after the meeting (optional, based on gifting/comfort).
- **Midweek Involvement:**
 - Participate in scheduled prayer meetings or commit to praying privately during the week.
 - Intercede regularly for church needs, ministries, and individuals as requested.
- **Special Initiatives:**

- Take part in days of prayer and fasting.
- Respond to emergency prayer needs when notified (as part of the prayer chain, if involved).

Skills/Attributes:

- A personal commitment to prayer and a growing faith.
- Sensitive to the Holy Spirit's leading.
- Respectful, confidential, and encouraging when praying with others.
- Reliable and faithful in participation.

Time Commitment:

1–2 hours per week (flexible depending on involvement level).

Reports to: Prayer Team Coordinator.



Sunday Service Co-ordinator



Sunday Service Co-ordinator

Purpose:

To ensure all elements of the Sunday service are well-organised, spiritually intentional, and run smoothly. This person serves as the key organiser and communicator for the various service roles.

Key Responsibilities:

- Coordinate the overall flow of each Sunday service (start time, transitions, close).
- Liaise with the pastor, worship team, and tech team regarding the theme and structure.
- Ensure all service roles (welcome, worship, reader, prayer, kids, etc.) are filled and communicated with in advance.
- Organise or delegate the interactive/creative elements of the service (e.g. response stations, creative prayer, object lessons).
- Communicate weekly plans with those involved in the service via a shared platform or schedule.
- Work with the roster manager to plan ahead for coverage.
- Troubleshoot on the day of service (e.g. absentees, missing equipment, last-minute changes).
- Debrief with key teams as needed after the service.

Qualities Needed:

- Strong organisational and communication skills.
- Flexible and calm under pressure.
- Spiritually mature and attuned to the needs of the congregation.
- Collaborative mindset and servant-hearted leadership.

Time Commitment:

- Weekly check-ins with service teams (approx. 1–2 hours midweek).
 - Sunday mornings (approx. 1.5 hours before service start).
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Service Support Team

Purpose:

To assist the Sunday Service Co-ordinator in practical and creative aspects of the service, ensuring no one is overloaded and more people are equipped to contribute.

Key Roles (Rotated or Delegated):

1. Bible Reading & Prayer Co-ordinator

- Organise a roster of readers and intercessory prayer leaders.
- Provide Scripture readings in advance and offer guidance if needed.
- Ensure readers are confident and equipped.

2. Creative/Interactive Elements Lead

- Plan and implement interactive elements (e.g., visual displays, prayer stations, participatory moments) in alignment with the message/theme.
- Coordinate with the children's or youth teams for all-age moments.
- Prepare any materials required in advance.

3. Roster Assistant

- Support the overall scheduling of volunteers for Sunday roles (welcome, morning tea, communion prep, etc.).
- Use a shared calendar or rostering system (e.g., Planning Center, spreadsheet) to track and follow up gaps.
- Send reminders to those rostered.

4. Service Flow Assistant

- **Help finalise the run sheet/order of service.**
- **Act as “Stage Manager” on Sunday—ensuring smooth transitions between elements.**
- **Liaise with tech and worship teams during setup.**

Qualities Needed:

- **Willingness to work as a team.**
- **Organised, dependable, and proactive.**
- **Comfortable communicating with a range of people.**
- **Creative thinking (for interactive elements team).**

Time Commitment:

- **Variable depending on role, typically 1–2 hours midweek + Sunday morning.**



Maintenance & Facilities Helper

Maintenance & Facilities Helper

Purpose:

To help care for the physical space and property of the church so that it remains safe, tidy, and welcoming for everyone who enters.

Key Responsibilities:

- **Grounds Care:**
 - Mow lawns, trim edges, and keep garden areas tidy.
 - Keep outdoor areas safe and free from hazards.
- **Cleaning Support:**
 - Assist with general tidying and deep cleaning as needed.
 - Ensure bins are emptied and bathrooms/kitchens are hygienic.
- **Restocking Supplies:**
 - Check and top up church supplies (toilet paper, soap, tea/coffee, etc.).
 - Alert admin team if more supplies are needed.
- **Moving & Organisation:**
 - Help with setting up or moving furniture, equipment, or storage.
 - Assist during larger cleaning or setup days (e.g., before events or seasonal resets).
- **Minor Maintenance:**
 - Carry out or report minor repairs (e.g., tightening screws, replacing lightbulbs).
 - Alert leaders to any safety concerns or maintenance needs.

Qualities Needed:

- Practical, hands-on, and proactive.

- Reliable and happy to serve behind the scenes.
- Physically able to lift/move items safely (within reason).
- Works well independently or as part of a team.

Time Commitment:

- Flexible – weekly, fortnightly, or as needed.
- Some tasks may be done midweek or before/after Sunday services.

Great For:

People who enjoy practical service, working outdoors, or helping things run smoothly without being up front.

 Volunteer Outreach Co-ordinator

Volunteer Outreach Co-ordinator

Purpose:

To lead and organise the church's outreach efforts by helping the church connect with the local community, share the love of Jesus practically, and encourage others to get involved in serving outside the church walls.

Key Responsibilities:

- **Plan and Organise Outreach Opportunities**
 - Identify needs in the local community and ways the church can serve (e.g. food parcels, clean-up days, visiting rest homes, local events).
 - Plan simple, practical outreach events that are relational and inclusive.
 - Support mission-focused initiatives (local and/or global).
- **Mobilise Volunteers**
 - Encourage and recruit people in the church to participate in outreach opportunities.
 - Help match people's gifts and passions with relevant needs.
- **Communicate and Inspire**
 - Share outreach opportunities with the wider church via notices, newsletters, or during services.
 - Keep the church updated with stories, testimonies, and prayer points from outreach activities.
- **Partner and Network**
 - Build connections with local organisations, schools, community leaders, and charities.
 - Help the church be a visible and trusted presence in the community.
- **Coordinate Logistics**

- Organise dates, locations, materials, and volunteer lists for each outreach event.
 - Ensure health and safety is considered where needed.
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Qualities Needed:

- Heart for mission and a passion for people.
 - Strong organisational and communication skills.
 - Ability to work well with a team and inspire others to serve.
 - A flexible, creative, and faith-filled approach.
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Time Commitment:

- Flexible: approx. 1–2 hours/week to plan and communicate.
- Occasional extra time for events or seasonal projects (e.g. Christmas outreach).