



**Cathedral Office Reception  
Volunteer Ministry Description  
St Andrew's Cathedral**

St Andrew's Cathedral is a strategic centre of gospel ministry to the people of the City of Sydney. It's the central church of the Anglican Diocese of Sydney and the chapel of the Cathedral School. Public Christian services are conducted on Sundays, most other days of the week, and on state occasions.

Volunteer Cathedral Receptionists offer a hospitable Christian welcome to our Cathedral offices, while they also relieve Cathedral Staff of unnecessary distractions.

We seek volunteers for 3 hours shifts, 10am-1pm, and 1pm-4pm, Monday to Friday.

<b>Reports to:</b>	Cathedral Office Manager – Team Leader Cathedral Administrator and Dean
<b>Key Relationships:</b>	Members of Public Administration team Ministry team
<b>Role Purpose</b>	To assist the smooth running of St Andrew's Cathedral office, in support of the Cathedral's mission and ministries.
<b>Key Responsibilities:</b>	<ul style="list-style-type: none"> <li>● Respond to general 'in person' inquiries to the office.</li> <li>● Supply basic Cathedral information to inquirers.</li> <li>● Welcome visitors to appointments with various staff and offer basic hospitality.</li> <li>● Accurately take and pass on messages for relevant staff.</li> <li>● Make a sandwich and/or hot drink, and/or supply blanket and/or coat for the homeless.</li> <li>● Photocopy, fold and otherwise assist preparation of basic documents.</li> <li>● When technology permits, respond and process basic email and phone inquiries.</li> <li>● Other basic clerical assistance, e.g. sharpen pencils etc.</li> </ul>
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>● Working With Children Check Number – TBC</li> <li>● Safe Ministry Training – TBC</li> <li>● Christian commitment, exhibited in regular church attendance</li> </ul>
<b>Skills &amp; Capabilities</b>	<ul style="list-style-type: none"> <li>● Excited to contribute to a strategic ministry proclaiming Christ in the heart of an international city.</li> <li>● Understands the value of Christian presence and hospitality and of simply freeing up staff from distractions.</li> <li>● Accepting of considerable 'down time' when volunteers may do read, do crossword, knitting, social media etc.</li> <li>● Willing to apply particular skills or abilities to more specialised tasks, where relevant, if mutually agreed.</li> <li>● Cheerful and polite, displaying patience, gentleness and flexibility.</li> </ul>

The office reception area is properly secured from the general public at the point of initial contact. Proper induction, including WHS issues, and basic in-service training will be available.

The Anglican Diocese of Sydney is evangelical and Bible-based. It is expected that, both during and outside your hours of volunteering, you will conduct yourself in a manner that is consistent with the teaching of the Bible, as understood and professed by the Diocese of Sydney, as well as the principles and values of the Diocese. Volunteers must observe our code of conduct, *Faithfulness in Service*, as applicable to them.

This role may involve interaction with vulnerable persons, so Safe Ministry Training is encouraged.