



Position Title		Ministry Support Administrator
Reports to:	Director of Membership & Ministry	
Time	Part Time 2 Years contract 2 days a week onsite	
Starting	Mid-January 2026	
Package	Remuneration per the <i>Clerks Private Sector Award</i> , level to be determined by experience.	

1. ROLE DESCRIPTION - MINISTRY SUPPORT ADMINISTRATOR

The purpose of this role is to provide administrative support and operational strength to the Director of Membership & Ministry, so that more people might be connected into a warm and loving community, grow as active members of Christ's church, and be joyfully mobilised to serve in ways that build up the body of Christ.

1. Data & Systems Management

- Capture, maintain, and organise accurate data in the church management system to enable clear indicators of church health.
- Produce regular reports that provide accurate insights into membership, care, attendance, and serving, enabling staff and leaders to make wise and informed decisions.
- Develop and refine workflows that sustain long-term effectiveness in areas such as newcomer follow-up, volunteer coordination, and care processes.
- Contribute to a culture of excellence in administration that undergirds healthy and sustainable ministry across Grace City.

2. Volunteer Coordination & Equipping

- Support the Director in recruiting, scheduling, and rostering serving teams across Sunday gatherings and other events.
- Assist in mobilising members into ministry teams, ensuring a smooth process from expression of interest through to active serving.
- Assist in building and maintaining a "know-how system" to standardize volunteers role descriptions, team checklists, and training resources,

empowering volunteers and making ministry scalable.

- Assist in the development of a leadership pipeline and provide administrative and operational support for related initiatives (e.g., MTS and Intern program).

3. Events Management

- Assist in the planning, coordination, and delivery of membership and ministry events that foster community and a serving culture (e.g., Newcomer's event, Weekend Away, bible seminars, congregation meals, team training, internship info event).
- Oversee registrations, communications, and logistics to ensure events run smoothly with a focus on hospitality and connection.

4. Care & Membership Pathways

- Assist in developing and coordinating a care structure at Grace City, and administer effective systems to organise and mobilise practical care within the church.
- Provide administrative and logistical support for membership pathways that help people move from first-time guests to active members of Grace City.

3. EXPECTATIONS

- A person of deep Christian character who demonstrates warmth, humility, and a servant-hearted approach to ministry.
- Clear and enthusiastic alignment with the vision, mission, and values of Grace City Church.
- Highly organised, with strong attention to detail and the ability to manage multiple tasks effectively.
- Familiarity with Excel/Google Sheets and ability to quickly learn and manage church management systems (experience with Planning Center Online is an advantage).
- Strong communication and interpersonal skills, with the ability to work collaboratively in a team environment.
- A proactive, problem-solving mindset, eager to build systems that empower others to serve.

Next Steps:

To apply, email your cover letter and resume to applications@gracecity.com.au.

Applications close **5 December 2025**, but early applications are encouraged as interviews will be held on a rolling basis.