

Position Title Ministry Support & Communications Assistant	
Reports to:	Executive Director
Time	Part Time 2 Years contract 3-5 days a week (including 0.5 day on Sunday)
Starting	January 2027
Package	Remuneration per the <i>Clerks Private Sector Award</i> , level to be determined by experience.

1. MINISTRY SUPPORT & COMMUNICATIONS ASSISTANT

The purpose of this role is to strengthen the ministries of Grace City by helping our people, systems and communications work well together. Working across Grace City's ministry areas under the Executive Director, this person will help develop clear and effective ways of working, coordinate church-wide events, make good use of our ministry systems and tools, and help us communicate the right message to the right people at the right time. At its heart, this role is about people to be known and cared for, equipping staff and volunteers to serve well, and preparing Grace City for future growth as, under God, we seek to make and grow thousands of disciples throughout Sydney and beyond.

1. Ways of Working & Collaboration

Working with the Executive Director to strengthen how our staff and ministries work together and preparing us to scale.

- **Ways of working:** help develop clear and consistent ways of working that foster a staff culture marked by trust, collaboration, accountability and excellence.
- **Collaboration:** help ministry areas communicate, coordinate, collaborate around shared priorities, plans and tools.
- **Church calendar:** help the Executive Director coordinate the church calendar so ministry priorities, people, events and resources are well aligned.
- **Venue & facilities:** help establish good systems for our move into a larger venue and coordinate venue and facilities needs across ministries.
- **Equipping others:** develop clear ministry guides and processes, and help directors do the same, so that staff, interns and volunteers can be recruited, trained and supported to serve well.

2. Ministry Support Across Departments

Supporting directors through both hands-on ministry support and developing systems and processes that help their ministries flourish. This may include:

- **Membership:** Help follow up first-time guests and newcomers, connecting them into the life of the church and strengthening pathways from first-time guest to active member. Develop ways to connect care needs with the right people.
- **Ministry:** Follow up serving interest, coordinate serve conversations and develop a consistent volunteer journey across Grace City, from recruitment and onboarding through to training, scheduling, appreciation and offboarding from a role.
- **Mission, Magnification & Next Gen:** Implement systems that enable the ministry to grow, organise and resource teams, and follow people up well.

- **Maturity:** Develop a clear and repeatable approach to planning and running training and teaching events.
- **Events:** Oversee Grace City's church-wide event planning process and equip staff and volunteers to use it well.

3. Data & Church Management System

A key part of the role is helping Planning Center Online (PCO) become a shared ministry tool that serves the whole church well.

- **Set the standard:** develop consistent ways for staff and ministries to use PCO so that information is accurate, useful and shared appropriately.
- **Training & support:** equip staff to use PCO confidently and consistently, and continue improving how it is configured and used.
- **Church data & insights:** maintain accurate information and provide useful reports that help make wise and strategic ministry decisions.
- **Equip others:** initially undertake some hands-on work, while developing clear guides and training interns and volunteers to take responsibility for appropriate tasks over time.

4. Communications

Working with the Communications Director to help Grace City communicate the right message to the right person at the right time

- **Email:** oversee how Grace City uses email, including the integration of Mailchimp and Planning Center Online.
- **Social media:** coordinate regular, engaging, well-designed and theologically sound content that advance Grace City's mission.
- **Website, platform & brand:** oversee website content and support the Magnification Director with Sunday platform communications and the Communications Director with brand consistency.
- **Equip departments:** help departments plan and coordinate their communications so that Grace City communicates with a clear and consistent voice.

2. EXPECTATIONS

We are looking for someone who

- Is a committed follower of Jesus whose life demonstrates Christian maturity, warmth, humility and a servant heart.
- Has clear and enthusiastic alignment with the vision, mission and values of Grace City Church, with the theological maturity to shape ministry practice and communications.
- Is a systems thinker who is constantly asking how ministry can work better, and who can translate vision into clear structures, processes and plans.
- Is a proactive problem-solver who takes initiative and is eager to build systems that equip others to serve.
- Has strong communication and interpersonal skills, with the ability to work collaboratively across teams and ministry areas.
- Has experience leading teams and volunteers, with pastoral sensitivity and a desire to equip others and lead leaders, not only to complete tasks.
- Is highly organised and detail-focused. Experience with church management systems and digital communication tools is an advantage.

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

Applications close **30 November 2026**, but early applications are encouraged as interviews will be held on a rolling basis.