

## APPLICATION INFORMATION

### Network Pastor - Whittlesea

#### **Applications**

To apply for the role of Network Pastor – Whittlesea, please provide your resume, and cover letter to [employment@citylife.church](mailto:employment@citylife.church). Applications close 10 June 2026.

Interviews may commence prior to the closing date and an appointment may be made prior to the closing date if a suitable applicant is found.

#### **Position Description**

A detailed position description is attached.

#### **Employment Information**

##### **Salary**

The salary may be discussed at the interview.

##### **Commencement Date**

It is anticipated this role will commence in July 2026.

\*\* Please note that we are only able to accept applications from those who have Australian citizenship or a current visa with full working rights for Australia.\*\*

#### **Acknowledgement**

All applications received will be acknowledged by email. Interviews will be made by appointment.

#### **Further Enquiries**

All enquiries should be directed to Justine Fung via email [employment@citylife.church](mailto:employment@citylife.church) or via reception on 9871 8300 during business hours.

#### **Privacy Statement**

The information that you provide on this application form will be used by CityLife Church management to assist in our assessment of your suitability or otherwise for the position being filled. This information will be kept in strict confidence and used only by those who are involved in the employment process.

For further information regarding our use of information or for a copy of the complete CityLife Church privacy policy please visit our website at <http://www.citylifechurch.com/privacy.aspx> or request a copy of our privacy policy from Reception during business hours.

## Position Description

<b>Job Title:</b>	<b>Network Pastor Whittlesea</b>
Accountable to:	Lead Pastor Whittlesea
Works closely with:	Whittlesea Staff and Whittlesea Volunteers Teams
Probation Period:	6 Months
Full Time Equivalent:	1.0 FTE (days of the week TBA)
Budget Control:	Shared control with Lead Pastor on Pastoral, Services & Admin Budget
Staff Reporting to:	NA
<p><b>Role Purpose:</b></p> <p>CityLife Church is committed “to raise up fervent followers of Jesus Christ who will reach out and impact communities, cities and nations for the Kingdom of God”. In order to facilitate this vision, we have established a balanced program that includes two primary components: weekend meetings and Life Groups. Life Groups exist for the purpose of pastoral care, discipleship, ministry development and outreach. They allow people to experience community and create a culture of belonging. The Network Pastor is responsible to oversee a network of Life Groups for the Whittlesea congregation and ensure their volunteer leaders are engaged, supported, guided and the groups are healthy and growing.</p>	
<p><b>Role Responsibilities:</b></p> <p><b>Pastoral Ministry &amp; Life Groups</b></p> <ul style="list-style-type: none"> <li>(a) Oversee pastoral care for within the CityLife Whittlesea congregation in consultation with the Lead Pastor.</li> <li>(b) Recruit, train, develop and coach all Life Group coaches, leaders and assistants and work actively to connect people to Life Groups.</li> <li>(c) Keep up-to-date records of the Church’s database. This includes Life Group reports, new people (CIFs), additions or deletions, and tracking people movement as appropriate.</li> </ul>	

- (d) Ensure that all the Leadership requirements and other processes for volunteer engagement are fulfilled in ministry areas overseen.
- (e) Oversee Whittlesea involvement with LifeTracks courses
- (f) Foster an environment where Life Group members grow in their spiritual journey.

#### **Weekend Meeting Leadership**

- (a) To host and preach at weekend meetings as required.
- (b) Oversee recruitment, onboarding, rostering and overall leadership of the Welcome, Café & Connections Teams
- (c) Walk alongside new people taking their first steps in connecting into CityLife Church (E.g. through Life Groups, Serving, Life Tracks and Alpha etc.)
- (d) Oversee new Christians and ensure that new people are effectively followed up and assimilated into the life of the church.
- (e) Coordinate partnerships, water baptisms and prepare candidates for water baptism service.

#### **Event Coordination**

- (a) Work Closely with the relevant Whittlesea Staff in supporting the end-to-end coordination of church-wide events and outreach ministry activities.
- (b) As required applying for grants for community-based events.
- (c) Collaborate with relevant event leader to develop promotions, run sheets, timelines, and venue plans for each event.
- (d) Coordinate logistics such as venue bookings, signage, catering, room setup, AV/tech requirements, post event documentation and risk assessments.

#### **Administrative Duties**

- (a) Maintain a shared calendar of upcoming events, meetings, and site bookings.
- (b) Manage venue signage, stock and supplies for events and ministry resource needs.
- (c) Assist with communications of events, including emails, invitations, and social media posts.
- (d) Maintain accurate records in database and Planning Centre systems, including attendance, milestones and individual contact information.
- (e) On a weekly basis, submit all Whittlesea event attendance figures, bank tithes & offering, and email New People cards & Contact Information Forms to Central Services.

#### **Other**

- (a) Active participation in all Church events (Leaders Launch, Inspire Conference, Team Appreciation Service).
- (b) Actively participate in and occasionally lead segments within staff events and meetings, including Weekly Staff Devotions, Monthly Staff Meetings, Quarterly Whittlesea All Leaders & Team Gatherings, and annual gatherings such as Staff Christmas in July and the End-of-Year Celebration.
- (c) Other duties from time to time associated with the mission and vision of CityLife Church.

**Required Qualifications & Attributes/Skills:****Qualifications/Licenses**

- a) Minimum Certificate IV in Ministry/Theology preferred
- b) Police Check - mandatory
- c) Working with Children Check Card (Employee) mandatory.

**Attributes/Skills**

- a) Demonstrated ability to recruit, select and develop leaders.
- b) Demonstrated confidence in spiritual gifts and ministry.
- c) Excellent verbal and written communication skills including public speaking, message construction and report writing.
- d) Ability to motivate leaders and see growth of leadership teams.
- e) Team building skills and works well within a team of peer staff members
- f) Effective decision-making and problem solving
- g) Strong Leadership/Coaching skills
- h) Microsoft Office Suite

**Key Role Outcomes and Measurements:****Character**

- a) Demonstrates commitment to the Core Values of CityLife Church and acts consistently in accordance with these values. Challenges practices inconsistent with these values and uses values as a basis for managing relationships and decision-making
- b) Demonstrates a life submitted to Christ through lifestyle choices, words, social media and practice, i.e. Integrity, Spiritual vitality, Self-awareness, Self-leadership, Servant-leadership
- c) Demonstrates sound understanding of biblical knowledge and Christian doctrine
- d) Demonstrates understanding of the CityLife church history, values and context

### **Key Role Indicators**

- a) Growth in vital signs
- b) Annual goals
- c) Life Groups and Leaders growing and multiplying
- d) Life Groups are healthy across the four indicators: pastoral care, discipling, ministry development and evangelism.
- e) Valued contributor to the Casey Team
- f) Increased uptake of volunteers and support of Casey's Community Impact Partners through Life Groups.

CityLife Church is committed to the safety, protection and wellbeing of all children and young people across all of our congregations and worksites. CityLife Church has implemented a range of child safety measures including a Child Protection Policy and Code of Conduct. We advise applicants that CityLife's standards of rigorous screening and ongoing supervision/accountability are a reflection of this commitment. Our staff and volunteers are required to have a current Working with Children Check and undergo Police Checks where applicable. A copy of CityLife's Child Protection Policy and Code of Conduct are available on request.

## VALUES

Mission and Vision flow out of values. Values are what we consider important and worthwhile. Commonly held CORE VALUES are the key to unity and are the foundation upon which all activity must be based. Paul encourages us to be “like-minded” and “one in spirit and purpose” (Phil.2:2). We are committed to developing and pursuing Biblical kingdom values. As staff of the church, we intend to model these values then seek to impart them to our congregation.

### **Core Values**

***(Who we are and what we're committed to):***

1. ***Jesus Christ - we are a Christian church.*** The person of Jesus Christ is central to all we do and through Him; we have relationship with God the Father and the Holy Spirit.
2. ***The Bible - we are a Bible-based church.*** We are committed to the Bible as the Word of God and our final authority for rule and practice.
3. ***The Ministry of the Holy Spirit - we are a Spirit-filled church.*** We believe that each Christian should develop the fruit of the Spirit and seek to use the gifts of the Spirit for the benefit of others.
4. ***Discipleship - we are a maturing church.*** Our goal is to help people become fully devoted followers of Jesus Christ.
5. ***Prayer - we are a praying church.*** Our goal is become a house of prayer for all nations.
6. ***Worship - we are a worshipping church.*** Our goal is to express our devotion to God through joyful praise and intimate worship.
7. ***Loving Relationships - we are a loving church.*** Our goal is to see every person loved and cared for in such a way that they feel accepted, valued and have a sense of belonging.
8. ***Servanthood - we are a serving church.*** Our goal is to see every member developing their God-given abilities and using them to serve others.
9. ***Outreach - we are an evangelistic church.*** Our goal is to reach lost people both near and far and influence our community for righteousness through evangelism, community outreach, missions and church planting.
10. ***Relevance - we are a contemporary church.*** Our goal is to present the message of Christ in a way that is meaningful to regular attenders and comprehensible to outsiders.
11. ***Diversity - we are multicultural church.*** Our goal is to bridge cultural and generational gaps to create a community where different people can relate together in a spirit of love and unity.
12. ***Excellence - we are a quality church.*** Our goal is to pursue excellence in all aspects of church life in order to bring glory to God.