

APPLICATION INFORMATION

CityLife Kids Pastor Knox (Upper Primary)

Applications

To apply for the role of CityLife Kids Pastor Knox (Upper Primary) please provide your resume, and cover letter to employment@citylife.church. Applications close 23 October 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 as soon as possible.

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 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

Position Title:	CityLife Kids Pastor Knox (Upper Primary)
Accountable to:	CityLife Kids Pastor – Knox (Primary Supervisor)
Works closely with:	CityLife Kids staff
Probation Period:	6 months
Full Time Equivalent:	0.6 (Monday, Wednesday and either Saturday or Sunday)
Budget Control:	N/A
Staff Reporting to:	N/A
Role Purpose: To assist the CityLife Kids Pastor - Knox (Primary Supervisor) with the planning and organising of the administrative and ministry (care and spiritual development) aspects of CityLife Kids Upper Primary to create a safe, fun and God-filled environment. To lead CityLife Kids Upper Primary.	
Role Responsibilities: Leadership – Primary Ministry - Responsible to write/support curriculum and prepare all necessary teaching materials (for example, videos, music, PPTs, monthly overviews, parent communication, Kids Life group sessions) for Upper Primary. - Effectively plan, execute and provide feedback for Primary curriculum and weekend services alongside the team of Primary pastors. - Coordinate Upper Primary rooms, as well as smooth transition from Lower Primary to Upper Primary. - Direct communications to Upper Primary teams via various media. - Lead CityLife Kids volunteer teams and co-ordinate weekend programmes as required on either a Saturday or Sunday (as rostered). - Assist in recruiting, equipping and training Primary volunteers and to ensure update of all Primary data within the Church database system alongside the Team Supervisor.	

- g) Host and lead other staff teams and volunteers on weekend services as well as discuss and implement appropriate strategies to enhance engagement of children, families and volunteers for weekend services.
- h) Assist in setting up or packing up of all CityLife Kids programs and welcome area.
- i) Provide assistance in managing and training volunteers on the Check-in system.
- j) Assist with coordinating CityLife Kids events, training events, additional programs within the church, in schools, and other venues.
- k) Assist with media, technology, video and internet communications, where necessary to fulfil the various needs within Kids Church.
- l) Provide other assistance as necessary.

Pastoral Ministry

- a) Assist in the pastoral oversight of CityLife Kids volunteers alongside the Supervisor
- b) Assist in the pastoral oversight of Upper Primary children and their families through teaching, encouragement, discipleship milestones and other necessary programmes outside of weekend services. Sensitive follow-up of absences and behavioural issues as required.
- c) Ensure children are valued, welcomed and nurtured in an environment of loving care.

Teaching Ministry

- a) Teach, where necessary, during weekend services in CityLife Kids as well as volunteer development courses i.e. TASK Force and Kids Ministry Trax, etc.

Life Group Ministry

- a) Active involvement in a Life Group.
- b) Active promotion of activities in Upper Primary.

Key Role Outcomes/Measures:

1. Growth in vital signs as projected by annual goals.
2. 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 decision making.
3. Consistent leadership and support to main areas of CityLife Kids Primary including, as appropriate, Craft needs, TASK Force & Kids Ministry Trax.
4. Programs are adequately staffed and comply with duty of care.
5. All curriculum is designed and delivered in a biblically sound, contemporary and relevant format.
6. All teams have a number of people that are trained and developed to lead in the Kids Pastor's absence and can deliver the curriculum with confidence and care.

Key Role Attributes**1. Qualifications:**

- a) Recent Police Check - mandatory
- b) Working with Children Check Card (Employee) - mandatory
- c) Minimum Certificate 4 in training/education/teaching or
- d) Minimum of diploma in ministry/theology, working towards
- e) Technological and digital skills, desirable

2. 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, and practice, i.e. Integrity, Spiritual vitality, Self-awareness, Self-leadership, Servant-leadership.

3. Knowledge

- a) Demonstrates sound understanding of biblical knowledge and Christian doctrine.
- b) Demonstrates understanding of the CityLife church history, values and context.
- c) Demonstrates understanding of legal frameworks and good practice for ensuring the physical and emotional safety of children in a church setting, including responsibilities of volunteers and parents

4. Skills

- a) Excellent verbal and written communication – including public speaking, and report writing.
- b) Demonstrated confidence in spiritual gifts and ministry.
- c) Demonstrated ability to recruit, select and develop volunteer leaders.
- d) Team building skills.
- e) Organisation ability, decision-making and problem solving.

VALUES

Our mission and vision flow out of our values. Values define what we believe is important, shaping our decisions, behaviours, and culture. Shared core values are the foundation of unity and provide the framework upon which all ministry and activity is built.

The Apostle Paul encourages us to be "like-minded, having the same love, being one in spirit and of one mind" (Philippians 2:2). In response, we are committed to cultivating and pursuing biblical Kingdom values that reflect the heart and character of Christ.

As church staff, we are called to model these values in the way we lead, serve, and relate to others, intentionally creating a culture where they are lived out and imparted to our congregation.

1. ***We are a Jesus-Centred Church.*** We centre our lives on Jesus - His gospel story shapes who we are, how we live, and what we do.
2. ***We are a Spirit-Filled Church.*** We are empowered by the Spirit of God - His presence transforms us, His gifts enable us and His Word guides us.
3. ***We are a Welcoming Church.*** We are one church in many places - every generation, culture and person is welcomed, valued and invited to contribute.
4. ***We are a Life-Sharing Church.*** We build loving, authentic and life-giving relationships together in community.
5. ***We are a Disciple-Making Church.*** We grow into the likeness of Christ - applying God's Word and following His ways as disciples who make disciples.
6. ***We are a Hope-Bringing Church.*** We share the hope we have in Jesus with compassion and care – putting love into action.
7. ***We are a Multiplying Church.*** We are on mission - sending disciples, and multiplying ministries and congregations to expand His Kingdom near and far.