APPLICATION INFORMATION

CityLife Casey Events Manager

Applications

To apply for the role of CityLife Casey Events Manager please provide your resume, and cover letter to employment@citylife.church. Applications close 27 November 2026.

Candidates are encouraged to apply immediately as 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.

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:	**Events Manager - Casey**
Accountable to:	Lead Pastor – Casey
Works closely with:	Casey Lead Pastor, Casey Staff, Central Services Staff and Casey Weekend Volunteers
Probation Period:	6 months
Full Time Equivalent:	1.0 (Monday – Thursday in office, Sunday at church)
Budget Control:	Administration Budget & Services and Events Budget
Staff Reporting to:	Nil

Role Purpose:

The Events Manager works closely with the Casey leadership, Casey team members and key stakeholders to facilitate the smooth execution of events and services that support the broader vision of raising up fervent followers of Jesus who impact communities, cities, and nations for the Kingdom of God.

This is a fast-paced leadership-focused role that oversees events and develops people - building servant-hearted and collaborative teams while championing a culture of ownership, growth, and spiritual maturity.

This role plays a key part in supporting the planning and delivery of church-wide and generational events including weekend services, outreach programs and special celebrations by ensuring practical details, communication, and team coordination are handled with excellence.

The Events Manager will recruit and oversee the training and development of diverse event teams - identifying potential leaders, nurturing their development, and ensuring they are well-equipped to serve with excellence and confidence. By empowering leaders and providing ongoing development, they will align all events and activities with the broader vision of CityLife Church, fostering a unified approach.

This role involves implementing and developing strategic goals for CityLife Casey that reflect the church's vision. The Events Manager will foster a culture of discipleship, community engagement, and spiritual growth.

Role Responsibilities:

Event Coordination

a) Work Closely with the relevant Casey Staff and Ministry Pastors in supporting the end-to-end coordination of church-wide events and outreach ministry activities.

b) Collaborate with relevant event leader to develop promotions, run sheets, timelines, and venue plans for each event.

c) Coordinate logistics such as venue bookings, signage, catering, room setup, AV/tech requirements, post event documentation and risk assessments.

d) Ensure all events reflect CityLife's vision, values, and hospitality culture, creating a warm and welcoming environment for all attendees.

e) Manage post-event feedback processes and contribute to event debriefs and improvement planning in a positive and constructive manner.

f) Coordinate with event photography team to ensure quality images/footage is captured and utilise in promotional materials and post-event communication.

g) Collaborate with relevant Casey Staff members to ensure effective use of budget for various events, ensuring relevant recording and reporting of outgoing expenses.

h) Partner with ministry leaders and key stakeholders to ensure alignment between event goals and broader discipleship and outreach strategies.

Team Support

a) Maintain open and timely communication with event teams and event leaders, ensuring clarity around roles, responsibilities, and schedules.

b) Organise onboarding and compliance documentation (WWCC, police checks) and keep individuals data accurate and current.

c) Recruit new team members, establish new event teams (as required) and oversee existing event teams, ensuring adequate training for relevant events and activities.

d) Assist in recognising and appreciating new team members, businesses and those who financially contribute towards events through cards, small gifts, or celebration events.

e) Foster a collaborative and constructive working relationship with the Casey staff team, contributing positively to team culture, communication, and shared goals.

f) Identify and mentor emerging leaders within event teams, fostering growth through intentional delegation, coaching, and discipleship pathways.

g) Champion a collaborative, servant-hearted team culture, where every member feels valued, heard, and supported in their role and works cohesively with all other teams.

h) Work with ministry pastors to create development pathways for volunteers to grow in both skill and spiritual leadership, contributing to a pipeline of future ministry leaders.

i) Provide ongoing care for team members, even when they have ‘stepped away’ for a season through checking in, prayer and general support.

Administrative Duties

a) Maintain a shared calendar of upcoming events, meetings, and site bookings.

b) Manage event signage, stock and supplies for events and ministry resource needs.

c) Assist with communications of events, including emails, invitations, and social media posts.

d) Work collaboratively with the Central Communications Team to regularly review and update website and social media content.

e) Prepare promotional materials in collaboration with Communications and Creative teams.

f) Maintain accurate records in database and Planning Centre systems, including attendance, milestones and individual contact information.

g) On a weekly basis, submit all Casey event Attendance figures, bank Tithes & Offering, and email New People cards & Contact Information Forms to central services.

h) Collaborate with the Casey staff team to identify and implement improvements to systems and processes in order to streamline greater efficiency and effectiveness.

i) Provide administration support for pastoral care requirements.

Site & Operational Support

a) Set up meeting rooms and resources for leadership or planning meetings as required.

b) Ensure tech needs and equipment (e.g. HDMI Cables, laptops, tablets) are prepared ahead of events.

c) Work with facilities and operations teams to ensure cleanliness, safety, OHS and hospitality standards are met before and after events.

Other

a) Attend and serve at key CityLife-wide events (Leaders Launch, Inspire Conference, Team Appreciation Leaders Summit).

b) Actively participate in and occasionally lead segments within staff events and meetings, including Weekly Staff Meetings, Monthly Staff Meetings, Quarterly Casey Leaders & Team Gatherings, as well as annual gatherings such as Staff Christmas in July and the End-of-Year Celebration.

Key Leadership Attributes:

a) **Empowering:** Identifies, equips, and releases leaders, creating opportunities for others to grow in influence and responsibility.

b) **Collaborative:** Builds bridges between ministries, teams, and departments to ensure unified, effective events that serve the whole church body.

c) **Team-Oriented:** Serves with humility, communicates clearly, and celebrates shared wins.

d) **Strategic:** Thinks ahead, implements systems that scale, and refines processes for long-term ministry effectiveness.

e) **Spiritually Grounded:** Leads from a place of faith, prayer, and personal discipleship, modelling Christ-like character and servant leadership.

f) **Sustainability and Innovation:** Seek creative and sustainable approaches to event planning, ensuring stewardship of resources and minimising waste where possible.

Knowledge/Qualifications

a) **Church Environment Understanding**: Knowledge of church settings, discipleship, and outreach.

b) **Tertiary Qualifications (Preferred)**: Degree or diploma in Event Management, Business, Project Management, or related fields.

c) **Event Lifecycle Expertise**: Proven ability in end-to-end event management, including planning, logistics, budgeting, and post-event evaluation for various event formats (in-person, online, and hybrid)

d) **Strategic Alignment**: Skilled in aligning events with organisational goals and mission, ensuring operational and spiritual impact.

e) **Team Leadership**: Expertise in volunteer recruitment, onboarding, leadership development, positive team culture creation and training systems that foster long-term growth and ministry sustainability.

f) **Financial Management in an Event Context**: Proficient in budget management, cost control, and financial reporting for events.

g) **Risk, Safety and Compliance**: Oversee completion of all event risk assessments, ensuring compliance with Child Safety and OHS standards.

h) **Integrated Marketing**: Strong understanding of promotional strategies, digital marketing, and cross-team collaboration for communication.

i) **Technology-Enabled Event Delivery:** Proficient in event management software, AV/tech integration, and resource coordination (e.g., Planning Centre, CMS etc)

j) **Hospitality and Guest Experience**: Focus on creating welcoming, inclusive, and impactful event environments.

k) **Commitment to Ongoing Learning and Best Practice:** Commitment to staying current with trends and evolving best practices in event management.

Required Skills/Experience

a) **Partner of CityLife Church:** Be willing to actively work towards being a partner of CityLife or currently recognised as a partner of CityLife Church.

b) **Event Coordination**: Proven ability to coordinate end-to-end events, manage logistics, and execute with excellence.

c) **Team Leadership**: Experience in leading, recruiting, and developing volunteer teams; ability to identify and raise leaders.

d) **Communication**: Strong written and verbal communication skills; effective in cross-team collaboration and clarity in messaging.

e) **Administration**: Proficiency in managing calendars, databases, compliance documentation, and reporting systems.

f) **Time Management**: Able to handle multiple tasks, prioritize deadlines, and manage time effectively in a fast-paced environment.

g) **Technology**: Competence in using event management tools, email platforms, social media, and digital collaboration tools (e.g., Microsoft Office, Sharepoint, Planner, Instagram and Facebook).

h) **Creative Input**: Ability to contribute to promotional content and liaise with creative/communications teams.

i) **Problem Solving**: Capacity to calmly, positively, quickly and wisely respond to unforeseen challenges during events or team dynamics.

j) **Conflict Management**: Ability to navigate and resolve conflicts within volunteer teams in a manner that fosters unity, restoration, and spiritual growth.

Required personal qualities/attributes

a) **Spiritually Grounded:** Leads from a place of personal faith, prayer, and discipleship; committed to Christ-like character.

b) **Servant-hearted**: Demonstrates humility, a team-first mindset, and a genuine desire to serve and uplift others.

c) **Empowering:** Passionate about developing others; gives away responsibility and nurtures future leaders.

d) **Collaborative:** Values teamwork, actively fosters unity across ministries, and thrives in team environments.

e) **Organised & Detail-Oriented:** Keeps track of multiple moving parts, follows through, and maintains systems with excellence.

f) **Adaptable & Teachable:** Embraces change, learns quickly, and responds with flexibility to evolving needs and environments.

g) **Relational:** Builds trust easily with volunteers, leaders, and church members; demonstrates emotional intelligence and care.

h) **Vision-Aligned:** Understands and champions the mission of raising fervent followers of Jesus and impacting communities for the Kingdom.

Key Role Outcomes and Measurements

1. **Commitment to Core Values**: 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.
2. **Contribution to Annual Department Goals:** Actively participates in setting and achieving annual department goals by collaborating with team members, providing innovative ideas, and implementing strategies that align with the department's objectives. Measures include the successful completion of assigned tasks related to department goals, positive feedback from team members, and the achievement of specific targets set for the year
3. **Increased engagement and spiritual maturity** among events teams, evidenced by active discipleship involvement, growing ownership of responsibilities, strong team morale, and clear pathways into leadership through intentional coaching and apprenticeship.
4. **Measurable growth** in number of leaders and team members, ensuring both sustainability and the expansion of ministry impact.
5. **Development and refinement of position descriptions** for various team roles, and successful recruitment, training, and equipping of leaders and team for key ministry areas.
6. **Adaptability in ministry strategies**, responding effectively to technological advancements, emerging needs, and cultural shifts to maintain relevance and effectiveness.
7. **Achievement of growth in vital signs** as outlined by annual goals, with clear metrics for success.
8. **Timely and accurate maintenance of database information**, with consistent, on-time reporting.
9. **Events and services consistently delivered with excellence**, characterized by thorough planning, seamless coordination, and exceptional hospitality.
10. **Operational Readiness and Excellence** through the completion of run sheets, logistics, and setup on time, meeting ministry and site standards.
11. **Thriving events teams** that are well-equipped, supported, and resourced for their roles, with up-to-date onboarding and compliance records, and a culture of encouragement, clarity, and servant-hearted collaboration.
12. **Clear, timely, and effective communication** across teams, leaders, staff and Central Services.
13. **Timely submission and accurate maintenance of data** (e.g., attendance, CIFs, expenses) in CMS and Planning Center.
14. **Current promotional materials** and updates that are clear, relevant, and aligned with CityLife branding and messaging.
15. **Event Space Preparation and Technical Coordination:** Meeting rooms, equipment, and event spaces are meticulously prepared and maintained, with technical and resource needs identified and resolved in advance. Collaboration with facilities and support teams ensures a safe, welcoming environment.

16. **Excellence in Events and Team Engagement**: Events reflect CityLife Church's values, vision, and culture of excellence and generosity. Participation in staff devotions, meetings, and celebrations contributes to a unified, vibrant team culture. Administrative systems and event processes are continually refined to increase impact and effectiveness.
17. **Demonstrated ability to lead** with collaboration, humility, and initiative—raising up others, resolving conflict constructively, and fostering team unity across ministries and departments.

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.

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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.