

APPLICATION INFORMATION

CityLife Kids Pastor Knox (Head of Ministry)

Applications

To apply for the role of CityLife Kids Pastor Knox (Head of Ministry) 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 (Head of Ministry)
Name:	TBC
Accountable to:	Knox Lead Pastor
Works closely with:	Kids Supervisors, Kids Pastors (sites), Other Children's Ministry Staff, Knox Leadership Team, Children's Ministry Leaders across sites
Probation Period:	6 months
Full Time Equivalent:	1.0 (days and hours to be agreed incl one day on the weekend)
Budget Control:	Knox Children's Ministry Budget – General, Preschool, Primary and Kidz Bizz
Staff Reporting to:	Knox Kids Supervisors, Knox Kids Admin & Events Assistant, Knox Kids Events & Support & Kids Set Up Support staff and Kids Pastor Casual Support staff
Role Purpose: The Kids Pastor (HOM) is responsible for providing leadership, development, and direction to CityLife Kids staff and teams, in alignment with the vision, mission, and strategy of CityLife Church; creating a safe discipleship environment for children to grow in their relationship with God and be part of a healthy Christian community.	
Role Responsibilities: Strategic Leadership and Vision: - Provide strategic leadership and vision for all Kids' environments at Knox, including weekend programs, outreach initiatives, and special events, while contributing best practices and insights to support Kids' Ministry across all CityLife sites. Team Leadership and Empowerment: - Lead and empower the Kids' Ministry Team in designing and implementing age-appropriate environments and activities that foster spiritual growth, discipleship, safety, and meaningful participation. - Provide leadership, training and coaching to Knox Kids Supervisors and direct reports, while supporting site-based Kids Pastors as needed.	

- Provide leadership and strategic oversight, in partnership with the Kids' Ministry Team to ensure the recruitment, equipping, and empowerment of Kids team volunteers.

Curriculum and Training:

- Work closely with the Kids Ministry Team to oversee the implementation of children's ministry curriculum, ensuring it is theologically sound, pastorally helpful, aligned with CityLife Church values, and supports a clear pathway to growth for their discipleship.
- Ensure strategic training initiatives are in place to equip and empower volunteers.
- Oversee the implementation of training initiatives, TASK Force and Kids Track, that align with CityLife's leadership standards and ministry processes.

Safety and Compliance:

- Ensure all ministry staff, leaders and volunteers provide environments and practices that uphold the highest child-safe standards, in alignment with CityLife Church policies and relevant legislation, creating a safe and nurturing space for children and families.
- Work collaboratively with the IT team to maintain the child check-in system to the highest standards of safety, security, and efficiency, ensuring staff and volunteers are thoroughly trained to provide for the seamless integration of new children and families into the ministry.

Parental Engagement:

- Engage and support parents as the primary spiritual leaders and disciple-makers of their children by offering targeted opportunities through ministry programming and events.

Pastoral Care:

- Provide pastoral care to children through visitation, encouragement, and counsel, in conjunction with the broader pastoral staff, referring to age-appropriate ministries and professionals for specialised support when needed.

Administration and Reporting:

- Ensure accurate and timely maintenance of ministry records and reporting, including attendance, monthly indicators, and volunteer data, in alignment with church systems and standards.

Collaboration and Community Engagement:

- Coordinate with Kids' Ministry Team to ensure all ministry environments are consistently safe, clean, fun and creatively designed to support learning, spiritual growth, and child wellbeing.
- Collaborate with the Kids Events and Support team member to ensure the effective facilitation of outreach and community engagement activities.

Participation in Church Activities:

- Actively participate in Life Groups, staff meetings, and ministry leadership events.

SKILLS & EXPERIENCE**Qualifications:**

- Formal theological or ministry training (e.g., Diploma or Bachelor of Ministry, Theology).
- Working with Children Check Card (Employee) – mandatory.
- Recent Police Check or willingness to undertake – mandatory.
- First Aid Certificate – desirable.
- CityLife training in child protection and family violence – mandatory on commencement.

Experience:

- 5 to 10 years of experience in a leadership role within children's ministry or a related field.
- Demonstrated experience in leading teams, developing programs, and working with children and families in a church or community setting.
- Experience in implementing child-safe practices and compliance with relevant legislation.

Skills:

- Strong leadership and team-building skills, with the ability to coach and empower others.
- Excellent interpersonal and communication skills, both verbal and written. Able to communicate clearly to staff, volunteers, parents and especially children.
- Ability to oversee design and implement age-appropriate, discipleship-focused programs.
- Strong organisational and administrative skills, including record-keeping and reporting.
- Competency in using digital tools and systems (e.g., check-in software, Microsoft Office, church management platforms).
- Ability to work collaboratively across departments and with teams.
- Pastoral sensitivity and discernment in caring for children and families.
- Commitment to theological integrity and alignment with CityLife Church values.
- Familiarity with CityLife Church's history, values, and ministry context

KEY ROLE INDICATORS:

- Kids Ministry environments consistently reflect spiritual depth, safety, and engagement.
- All programs and activities comply with child-safe standards and legislative requirements.
- Curriculum is implemented effectively and aligns with CityLife Church values and discipleship pathways.
- Volunteers are recruited, equipped, and supported in alignment with ministry standards.
- Accurate and timely reporting of attendance, volunteer data, and ministry indicators.
- Parents are actively engaged and supported through ministry initiatives.
- Outreach and community engagement activities are facilitated effectively.
- Ministry spaces are maintained to be safe, clean, and creatively designed.
- Children receive appropriate pastoral care and referrals when needed.
- Active participation in Life Groups, staff meetings, and leadership events.

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.
Measurement: 100% completion of quarterly reviews with positive alignment feedback.
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.
Measurement: Documented contribution to at least two departmental goals annually, with progress tracked in semester team meetings and ministry reports.
3. **Effective Coordination of Children's Ministry Programs**
 Ensures weekend and special ministry programs are executed according to schedule and quality standards, fostering spiritual growth and engagement.
Measurement: On time delivery of all programs and 80% positive feedback from post-event evaluations.
4. **Efficient Management of Child-Safe Standards**
 Maintains compliance with child-safe policies and legislation across all ministry environments, ensuring a safe and nurturing space for children.

Measurement: 100% completion of child safety audits and risk assessments for all programs and events.

5. **Timely Implementation of Curriculum and Training**
Oversees the rollout of curriculum and volunteer training initiatives that align with CityLife Church values and discipleship pathways.

Measurement: Quarterly curriculum reviews completed and 100% of volunteers trained within six months of onboarding.

6. **Accurate Ministry Reporting**
Ensures timely and accurate reporting of attendance, volunteer data, and ministry indicators in alignment with church systems.

Measurement: 90% of reports submitted by due dates with minimal corrections required.

Child Safety Commitment

CityLife Church is committed to the safety, protection and wellbeing of all children and young people across all 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 reflect 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

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.