

# Join Our Team — Church Operations and Ministry Director

Vine Church exists to connect 1,000 people to the life, love, and freedom Jesus offers. Located in the heart of Sydney's inner city, we dream of seeing more people worship Jesus on Sunday than at the pub next door on Saturday night. Our vision is big, our team is passionate, and we are serious about gospel growth in our generation.

## Role Details

<b>Job Title:</b>	Church Operations and Ministry Director
<b>Reports to:</b>	Lead Pastor
<b>Direct reports:</b>	Facilities Manager, Communications Director
<b>Location:</b>	Surry Hills
<b>Time Commitment:</b>	Full time or part time (min. 4 days/week)
<b>Term:</b>	12 month contract (with view to permanent)
<b>Remuneration:</b>	Commensurate with experience

## Position Purpose

The Church Operations and Ministry Director is a senior leadership role responsible for building the systems, structures, and support that allow Vine Church to grow in health, scale, and mission impact.

You will serve as the Chief Operating Officer of the church—owning responsibility for operations, compliance, finance, people systems, and event execution—so that the Lead Pastor can focus on preaching, vision, leadership development, evangelism, and discipling leaders.

This role is for a leader who thrives on turning vision into reality through operational excellence, possesses strong execution instincts, and is energised by building high-performing teams and sustainable systems.

This role requires a rare combination of high-level management expertise and humble, hands-on service. The ideal candidate will be both a strategic thinker and a servant-hearted team player—comfortable designing systems and overseeing budgets, but just as willing to stack chairs, make coffee, or proofread documents if that helps the mission.

The Church Operations and Ministry Director will work in close partnership with the Lead Pastor and must demonstrate strong emotional intelligence, initiative, and an eagerness to understand and implement the vision of the church. A high level of trust, alignment, and communication with the Lead Pastor is essential.

## Key Outcomes

- The Lead Pastor is freed up from operational responsibilities to focus on ministry priorities
- The church operates effectively, efficiently, and in compliance with all regulatory requirements
- Ministry staff are empowered and resourced by strong systems, processes, and admin support
- Events and church-wide initiatives are executed with excellence and gospel intentionality
- The church's resources (people, finance, property, systems) are stewarded wisely for growth

## Core Responsibilities

### A. Organisational Leadership and Staff Oversight

- Lead and develop the Admin Team (Facilities, Communications) to deliver high-impact support
- Create a healthy, productive culture of collaboration, responsiveness, and accountability
- Ensure smooth staff operations and workflows across ministries, events, and Sundays

### B. Ministry and Executive Support to Lead Pastor

- Assist Lead Pastor with calendar, hospitality, proofreading, file and meeting organisation
- Monitor and respond to key admin and ministry correspondence as delegated
- Support execution of strategic priorities through research, documentation, and logistics

### C. Policy, Systems, and Administration

- Implement and continually refine church-wide policies, systems, and operational processes
- Drive improvements to digital systems (PCO, Notion, Weel, Zapier, ChatGPT, Calamari.io, Xero, MailChimp, Google Workspace, Dropbox, etc.)
- Problem-solve tech issues (Wi-Fi, AV, printers, security) or liaise with external support
- Manage contracts, insurance, risk registers, and other operational obligations

### D. Finance and Compliance

- Oversee financial operations: budgeting, expense approvals, reporting, audit processes
- Work with Bookkeeper, Treasurer, and Lead Pastor to manage financial health and transparency
- Ensure Vine Church and Vine Church Foundation meet all ACNC, taxation, and audit requirements
- Manage Weel platform and corporate card systems to streamline expense workflows

### E. HR and Staff Support

- Manage employment contracts, onboarding/offboarding, and leave approvals
- Coordinate payroll changes with bookkeeper to ensure accuracy and compliance
- Foster an environment of professionalism, clarity, and gospel-hearted team support

### F. Event Strategy and Execution

- Lead planning and delivery of major church events: Church Weekend Away, Easter, Christmas, Mother's/Father's Day, AGM, etc
- Own and manage the master church calendar to:
  - Ensure strategic alignment with the mission of Vine Church
  - Balance event load across the year to prevent burnout
  - Enable preparation and planning to happen well in advance
- Coordinate end-to-end logistics for events, including venue bookings, AV, catering, signage, volunteer management, guest follow-up, and troubleshooting

- Ensure all events are executed with excellence and reflect the tone, values, and culture of Vine Church

## G. Ministry Teams and Leadership Pipeline

- Recruit, onboard, and deploy volunteers to resource ministries across the church
- Develop and support Team Leaders through training, coaching, and leadership pipelines
- Build and implement standardised systems for onboarding, role descriptions, expectations, and checklists
- Oversee ministry team events and processes including Leaders Rally, Leaders Dinner, Onboard, and MTS Mission Minded

**Note on Role Flexibility:** We recognise this is a broad and senior role. For the right candidate, the role can be tailored based on experience, gifting, and availability (particularly if part-time). Specific responsibilities such as Finance and Compliance, Ministry Teams and Leadership Pipeline, or Ministry and Executive Support may be reassigned to other staff or support roles if needed. Our goal is to shape a role that enables the right person to thrive while ensuring key functions are resourced appropriately.

## Working relationships

- **Lead Pastor:** Work in close, trusted partnership to ensure vision is implemented with clarity and excellence. This requires active listening, initiative, and the ability to anticipate needs and priorities.
- **Admin & Communications Team:** Lead and coach direct reports toward a culture of effectiveness, service, and joy.
- **Ministry Team:** Provide support and systems that empower ministry staff to thrive in their roles.

## What We're Looking For

We're looking for a rare kind of leader—someone who is both strategic and servant-hearted, detail-minded and mission-driven. Someone who is excited about the possibility of strengthening a church from the inside out for long-term gospel growth.

## Character and Conviction

- A growing, tested, and authentic faith in the risen Lord Jesus
- A heart for the mission of Vine Church and a deep commitment to seeing people connected to the life, love, and freedom Jesus offers
- Emotionally mature and relationally intelligent, with a posture of humble initiative
- Proactive in understanding the Lead Pastor's vision and implementing it with clarity and excellence
- Just as comfortable leading a planning meeting as stacking chairs or prepping hospitality for a newcomers' lunch
- Calm and clear under pressure, able to manage complexity and resolve conflict with grace
- Committed to working collaboratively in a gospel-hearted team
- Able to build trust and communicate clearly with senior leaders to bring alignment and momentum

## Experience and Skills

- Experience in running an office, organisation, or team (church, NFP, or business)
- Theologically-minded and able to show evidence of leading and implementing theological vision
- Completed or currently undertaking higher education in theology and ministry
- Track record of leading events with excellence and managing teams or staff

- Skilled in professional communication, time management, and organisational systems
- Expertise in designing and improving workflows, policies, and digital systems
- Strong working knowledge or open to learning tools such as PCO, Notion, Weel, Xero, Calamari.io, Google Workspace, Dropbox, Mailchimp
- Comfortable with or open to learning automation tools (e.g. Zapier, ChatGPT)
- Comfortable managing organisational budgets and working with financial systems (e.g. Xero, Weel); accounting qualification not required, but confidence with numbers essential
- Comfortable engaging with auditors, bookkeepers, and external financial professionals when needed
- High-level tech literacy and capacity to troubleshoot onsite issues (WiFi, AV, security, etc.)
- An active member of Vine Church (or willing to become one)

If you're someone who loves both structure and soul, and wants to use your gifts to strengthen a local church for gospel impact, we'd love to hear from you.

## Application Process

If you sense this role could be your next gospel adventure, we'd love to hear from you.

To express interest, visit [vinechurch.com.au/jobs](https://vinechurch.com.au/jobs) or email [jobs@vinechurch.com.au](mailto:jobs@vinechurch.com.au) with a CV and brief cover letter. Applications close 31 July 2025. Position start date is fully negotiable for the right candidate.

## Questions?

Contact us at [jobs@vinechurch.com.au](mailto:jobs@vinechurch.com.au)

Or learn more about our vision at [vinechurch.com.au](https://vinechurch.com.au)