



Grace Anglican Network

“A Church on mission, making Jesus known.”

Permanent Part-time Position
Church Administrator

The Grace Anglican Network (GAN) is seeking a mature Christian who loves Jesus to join its staff team, to help in leading our church into a new and exciting season of renewal and growth.

Responsibilities to include among others:

- Serving God by serving all other ministries in achieving our vision.
- Providing administration support to ordained ministers to release them for missional work.
- Creating a welcoming environment for members and visitors.
- Manage office administration inc. rosters and church communications.
- Support essential church volunteers and manage external contacts.
- Oversee the Safe Ministry responsibilities and requirements of our church.
- Be a central point of organisation for external contact into the GAN.

If you would like an informal conversation regarding this post, please contact the Rev'd Nat Reuss, Locum tenens of GAN on 0448 297 863.

Please send expressions of interest, including a full CV, to nat.reuss@gracenetWORK.asn.au