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## Position Description

### Community Ministry Co-ordinator

**Employer:** Westgate Baptist Community (WBC)

**Location:** Yarraville, VIC

**Employment Status:** Permanent, Part-time

**Hours:** 0.6 EFT (3 days)

**Reports to:** Pastor and Deacons Westgate Baptist Community

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## About Westgate Baptist Community

Westgate Baptist Community (WBC) is a dynamic, multigenerational church passionate about cultivating deep connections within the church and with our local community, so that all may grow and flourish. We seek to follow the way of Jesus together, expressing our values through welcoming all, practising compassion, nurturing faith and hope, striving for justice, here in Yarraville and for the Earth

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## Position Purpose

The Community Ministry Coordinator aims to **intentionally develop, deepen and sustain meaningful relationships**, and to **empower people to participate in shared community life and ministry**.

Through Cooking for Community and the Children & Families Ministry, this role focuses on relational presence, pastoral attentiveness, and collaborative leadership. The Co-ordinator creates environments where volunteers, participants, families, and church members are welcomed, valued and equipped. Administration and co-ordination serve these relational purpose.

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## Key Areas of Responsibility

### 1. Relationships and Pastoral Presence

The Co-ordinator will:

- Build and sustain authentic, trust-based relationships with volunteers, diners, families and WBC members

- Offer pastoral presence through attentive listening, encouragement, and appropriate referral in collaboration with the Pastor
  - Foster connections between WBC members and community participants, encouraging mutuality rather than service provider dynamics
  - Strengthen relationships with the Sunday congregation, helping integrate community ministries into the shared life of the church
  - Maintain relationship and communication with the Westgate Karen Baptist Community Church
  - Support diners and families to explore pathways into deeper community participation, faith conversation, and belonging
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## **2. Cooking for Community (Monday Community Meal)**

Cooking for Community is a weekly shared meal based on rescued food. Up to sixty-five people gather each Monday evening to share food and connection around the table. Members of WBC attend as volunteers and to offer hospitality.

The Co-ordinator will:

- Coordinate a roster of volunteers from within WBC and the community to carry out the 'work' of the community meal. E.g. the collection, preparation, safe storage, cooking, serving, distribution of donated food and associated cleaning
  - Support and empower the lead cooks, encouraging shared leadership and confidence
  - Recruit, train and nurture volunteers with care, and encouragement
  - Encourage volunteers to take initiative and build relationships with diners
  - Provide a welcoming host presence that ensures diners feel respected, safe, and known
  - Develop meaningful acknowledgement of community milestones and events
  - Build and maintain relational partnerships with local food donors
  - Explore, with the Monday Meals Ministry Group and Pastor, ways the ministry can deepen relationally and grow sustainably
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### **3. Children & Families Ministry (including **mainly music**)**

The Co-ordinator leads Children & Families Ministry with a strong relational focus, recognising parents, carers, and children as partners in community life.

The Co-ordinator will:

- Lead and coordinate **mainly music** sessions with the assistance of volunteers during school terms, creating a warm, inclusive, and relational environment
  - Build genuine relationships with parents/carers and children, fostering trust and connection
  - Encourage, and support volunteers, developing clarity and confidence in their roles
  - Work collaboratively with the Pastor and relevant leaders to shape a clear, relational vision for Children & Families ministry
  - Support WBC families through connection points, communication, and faith formation
  - Maintain child-safe practices, prioritising safety, dignity, and belonging for all children
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### **4. Volunteer Development and Empowerment**

Volunteer engagement sits at the heart of this role.

The Co-ordinator will:

- Identify, invite, and encourage people into roles that align with their strengths and capacities
  - Provide appropriate induction that includes ministry ethos, relational culture, role clarity, and compliance requirements
  - Foster shared leadership and empower volunteers to contribute ideas and feedback.
  - Maintain clear and responsive rostering processes that support sustainability and balance
  - Identify meaningful ways to celebrate, affirm, and appreciate volunteers
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## **5. Administration and Coordination**

Administrative responsibilities exist to **serve people and support relational ministry**.

The Co-ordinator will:

- Provide administrative support for the weekly running of ministries and church life
  - Maintain records, contact lists, rosters, and participant information accurately and confidentially
  - Prepare and distribute routine communications and maintain shared calendars
  - Manage enquiries in a welcoming, relational, and responsive manner
  - Track supply needs and purchases within approved budgets
  - Support simple reporting and updates that help leaders respond well to emerging needs
  - Undertake other tasks on a needs basis as required
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## **Compliance and Safety**

The Co-ordinator will ensure:

- Compliance with food safety legislation and best practice
  - Compliance with Working with Children and child-safe ministry requirements
  - Adherence to Occupational Health and Safety (OH&S) guidelines
  - A safe, respectful, and dignity-honouring environment for all participants
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## **Essential Experience, Skills, and Attributes**

- Alignment with WBC's values and enthusiasm for God's mission of love
- A strongly relational and empowering approach to leadership and ministry
- Demonstrated ability to build diverse relationships with empathy and awareness
- Experience supporting and coordinating volunteers
- Experience working with children and families in inclusive, child-safe contexts
- Strong computer, organisational and administrative skills

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## **Mandatory Requirements**

- Police Check
- Working With Children Check

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## **Employment Details**

**Appointment:** Permanent part-time, 0.6 time fraction (3 days)  
which can be worked flexibly.

WBC appreciates that this is a diverse role and while we would like to appoint one person for the role we recognise that people bring differing strengths.

Please contact us even if only part of the Community Ministry Role works for you as we are open to job sharing possibilities in order that everyone can play to their strengths.

To discuss further, please contact:

Jenny Morris - 0401 651 012

Kaye Cameron - 0402 227 654

Rev Jill McDonald (Pastor) currently on leave till 1.5.26