

Campus Administration

As a church committed to creating discipleship communities across Australia, effective campus administration plays a vital role in fostering environments where everyday people can live in transformative relationship with Jesus. Our administrative framework supports our mission while ensuring each location can flourish in its unique context.

Serving Through Administration

Campus administration embodies our value of Personal Impact (1 Peter 4:11), using all God has given us to support His work through our church communities. This section provides essential guidance for managing our diverse campuses, encompassing volunteer engagement, employment practices, and specific roles that enable our mission.

Volunteer Engagement: Discipling Through Service

We approach volunteer recruitment and rostering as an opportunity for discipleship, reflecting our commitment to help people know, grow, share and live like Jesus. This aligns with our Leadership Cultural Imperative of leading with a multiplier mindset (Hebrews 10:24).

Recruiting & Rostering

- Flexibility is key in fulfilling roles across our diverse campuses. Each campus must consider the unique talents within its congregation and adapt accordingly. It's crucial to focus on developing individuals through apprenticeship, aiming for their growth in God's purpose, rather than just completing tasks.

Rostering Process

- Preach rosters are prepared by the Executive Pastor using Google Spreadsheets which you can find on Base Camp, before being uploaded to Planning Center by the Executive Pastor.

- Lead Pastors and Campus Administrators are responsible for rostering local positions within their campuses.
- Communication and planning are essential, especially where individuals have overlapping roles across different departments. Please wait to roster your team, until the Cross campus one is up on Planning Center. This will be communicated through Base camp and Staff Tuesdays.

Volunteer Requirements

- Volunteers, especially those involved in GC Kids and GC Youth, will need to obtain a Working With Children Check as well as complete Safer Churches Training every three years, and the volunteer declaration form.
- Regular reviews and adherence to the Code of Conduct are expected from all volunteers and employees.

For more detail on these requirements, find the Safer Places Chapter in the Handbook.

Employment Guidelines: Stewarding Our Resources

Our approach to employment reflects our value of Humble Growth (Ephesians 5:21) and our commitment to strong accountability.

Employment of Paid Staff

- The hiring of paid staff is under the oversight of Senior Pastors and the HR Team.
- Staff members receive an employment contract, role description, and must complete necessary forms and checks.
- Salaries are set in accordance with current standards and reviewed annually.

Applying for Leave as Paid Staff

- All types of leave are applied for through the Employment Hero Work app (previously called SWAG) on your phone or by using the employee portal found [here](#)
- For help using the Employment Hero Work app (previously called SWAG), see [here](#)

- **Mandatory annual leave** is to be applied for during the Christmas Closure each year 25th Dec to 1st of Jan and will be enforced by the HR team. (Please note as per your contract Clause 34.1)
- Please note various types of Leave as how they are to be used (contract Clause 11-18) see Factsheet

Campus Leadership Roles: Cultivating Spirit-Led Communities

Our leadership structure reflects our belief that Jesus Christ is the Head of our Church, implemented through roles that embody our Leadership Cultural Imperatives.

Lead Pastor Role

- Lead Pastors are responsible for the overall health, development, and impact of their local church.
- They ensure effective communication and decision-making regarding volunteers and team leaders, coordinating with both the Cross Campus Department Leaders and Senior Pastors.

Campus Administrator Role

- The Campus Administrator assists in the administrative aspects of the campus, working closely with the Campus Pastors and this includes the preparation and planning of the cross campus preach rosters.
- Key responsibilities include meeting coordination, task management, and maintaining clear communication lines.

See the section on “Role Descriptions (Employment)” later in this handbook for more information on other roles that support the campus leadership.

Safer Churches: Honouring All People

Reflecting our value that People Matter (Matthew 22:37-39), maintaining safe environments across all our campuses is paramount. Our Safer Churches guidelines ensure we honour all people as being made in the image of their Creator while providing comprehensive protection for our community members. For detailed policies and procedures, please refer to the dedicated Safer Churches section later in this handbook.

Communication Systems: Connected and Accountable

Our communication infrastructure supports our commitment to being "locationally motivated, centrally supported" while fostering strong connections based on shared values and responsibilities.

Internal Communication

Internal communication includes all interactions between staff, volunteers, and local teams within Generocity Church. It supports efficient collaboration, alignment, and information sharing across our various locations.

Basecamp

Generocity Church uses Basecamp as our primary internal communication platform. Basecamp allows teams across various locations to collaborate effectively, organise projects, share resources, and stay informed through updates and discussions. All staff and authorised volunteers will receive an invitation to join relevant Basecamp projects, enabling clear and transparent communication that aligns with our shared values and responsibilities. For assistance with accessing or using Basecamp, please contact your team leader or the Office Administrator.

External Communication

External communication involves interactions with people outside of Generocity Church, including external stakeholders, partners, and the broader community. It is essential for presenting a unified and professional identity that reflects our values.

Generocity Church Email Accounts (Google Workspace Account)

Google Workspace Accounts are provided to paid staff and authorised volunteers. These accounts facilitate professional and secure external communication, reflecting our shared identity and values. For those not eligible for a Generocity Church email account, please use a personal Gmail account to request access to church resources through your team leader or Lead Pastor.

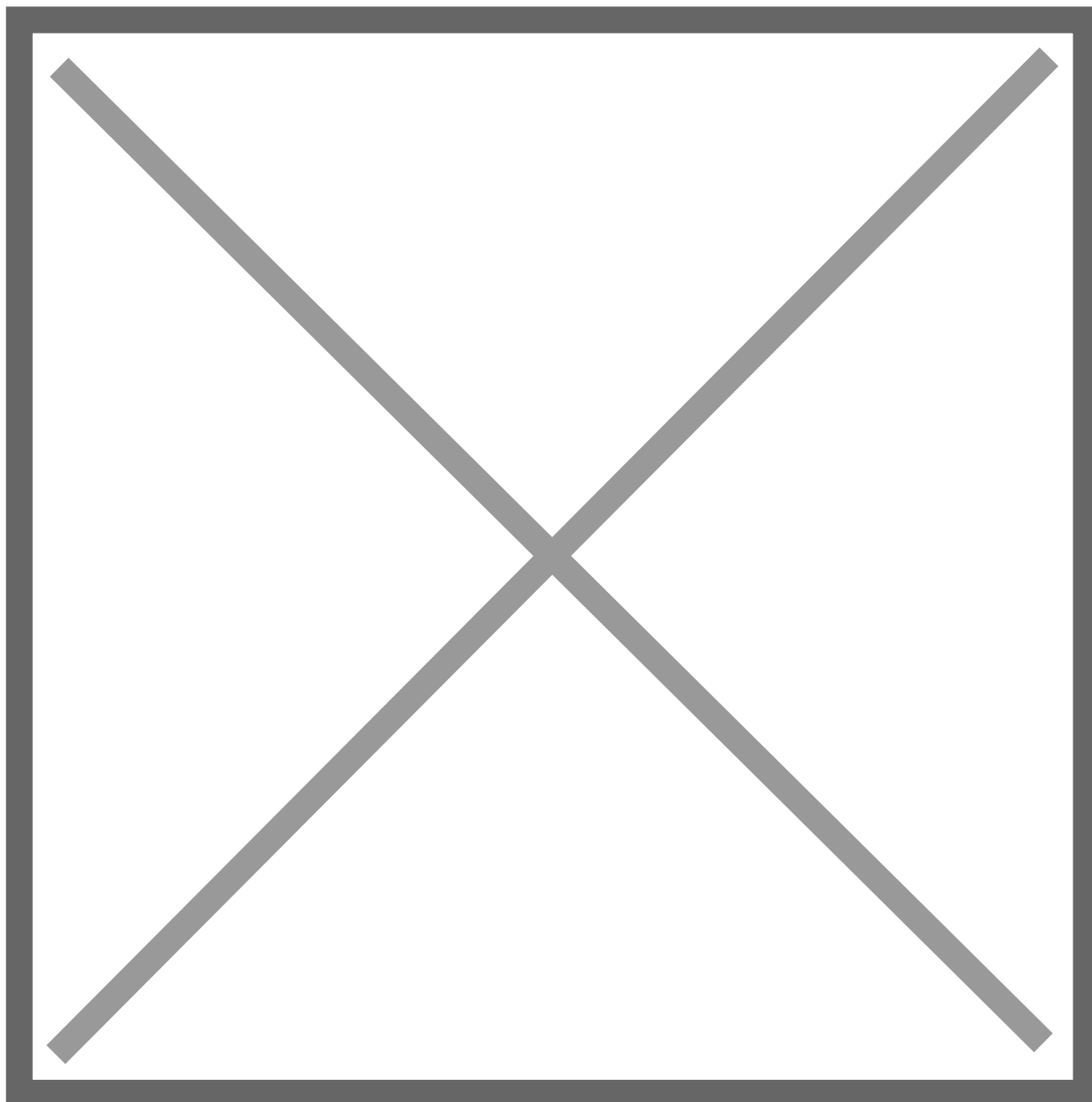
Group Email Addresses (Google Groups)

Google Groups remain in use primarily for external stakeholder communication, allowing external individuals to easily contact specific campuses, ministries, or departments through generic email addresses. This approach helps maintain consistency and continuity, especially during staff turnover, without relying solely on individual email accounts. Requests to create a new Google Group should be directed to your Lead Pastor or an Executive Pastor. Administration of these groups is managed by the Administration team.

Our communication systems are designed to support our vision of creating discipleship communities where everyday people make an eternal impact for an extraordinary God.

Church Letterhead

If you need to write a letter and want to use the GC Letterhead, this is done via Google Docs. Simply go to <https://docs.google.com> and use the GC Letterhead template to start your letter.



Once you have written your letter, make sure to name the Google Doc and move it to the folder you want to save it long term.

Asset Registers

It is important for both insurance and risk management that we maintain a concise and up to date register of assets. This is done via an online asset management system which can be found at <https://assets.generocitychurch.com.au> and is reviewed annually. The system is available throughout the year and you are encouraged to add new assets to the system as they are purchased. Likewise, if assets are sold, lost etc they should be removed from the asset register in a

prompt timeframe.

For our insurance renewal which generally happen each February, we require an updated asset register. Each campus will be asked to review all the assets on their assets register through Jan/Feb each year. This ensures the annual compliance of keeping our asset register up to date.

Through these administrative frameworks, we support our vision of creating discipleship communities where everyday people can have an eternal impact for an extraordinary God. Each aspect of our administration serves to facilitate the work of the Holy Spirit in transforming lives and building His Kingdom through our local communities.

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