



Campus Ministry Assistant

Job Description

Qualifications for employment at Fielder Church include having made a life commitment to Jesus Christ, agreement in writing with the Beliefs of Fielder Church, and having a work history and lifestyle that are consistent with biblical principles. Must be an existing member of Fielder Church or willing to become one.

JOB TITLE: Ministry Assistant

CAMPUS: Grand Prairie

REPORTS TO: Tony Aviles

FLSA STATUS: Non-exempt

TIME REQUIREMENTS: 25 hours weekly

CLASSIFICATION: Part time, Non-ministerial

POSITION SUMMARY

The Campus Ministry Assistant supports the Campus Pastor by carrying out the administrative and organizational needs of the campus. This role ensures smooth campus operations, supports volunteer teams, and helps create a welcoming environment for all who attend. The Campus Ministry Assistant frees the Campus Pastor to focus on vision, leadership, and shepherding by managing details, systems, and logistics.

RESPONSIBILITIES

Administrative Support

- Manage the Campus Pastor's calendar, emails, and scheduling.
- Assist with meeting preparation, follow-up, and communication.
- Support internal and external communication (emails, calls, texts, social media, etc.).
- Serve as a primary point of contact for the campus during the week.
- Maintain campus website pages.

Campus Operations

- Maintain inventory of supplies at the campus.
- Coordinate delivery of weekly service logistics (supplies, printed materials, signage, etc.).
- Support Sunday morning operations, including volunteer team readiness.
- Track church attendance and ensure OneChurch tasks are completed by team.
- Help foster a hospitable environment for guests and members.

Volunteer & Ministry Support

- Assist in volunteer scheduling and communication as needed.
- Help onboard new volunteers and support team leaders with resources.
- Provide administrative support for campus ministries (groups, care, age-graded, etc.).

QUALIFICATIONS

- A growing, maturing relationship with Jesus Christ and commitment to Fielder's vision and values.
- Strong organizational and administrative skills with attention to detail.
- Ability to manage multiple priorities in a fast-paced environment.
- Proficiency with office software (Microsoft Office) and church management systems (e.g., OneChurch).
- Excellent written and verbal communication skills.
- Relational, approachable, and able to work well with staff and volunteers.
- Able to lead prayer, facilitate conversations, and provide spiritual encouragement.