



Discipleship Ministry Assistant-PT

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: Discipleship Ministry Assistant

DEPARTMENT: Discipleship

REPORTS TO: Marvin Schaefer

FLSA STATUS: Non-exempt

TIME REQUIREMENTS: 25 hours / weekly

CLASSIFICATION: Part Time - Hourly

POSITION SUMMARY

The Discipleship Ministry Assistant supports the Discipleship Minister and team through administrative and organizational support, contributing to a growing movement of multiplicative and missional discipleship at Fielder Church.

RESPONSIBILITIES

Administrative Support

- Manage the Discipleship Minister's calendar, emails, and scheduling.
- Provide administrative support to the Discipleship Team, including managing phone calls, coordinating schedules and meetings, arranging room reservations and setup diagrams, and processing credit card transactions.
- Assist Discipleship Minister with creation, tracking, and adherence to annual budgets.
- Assist the Discipleship Team by preparing purchase orders, issuing check requests, reconciling credit card statements, etc.

Database Management & Reporting

- Maintain the accuracy of the OneChurch Group database ensuring records are current, attendance is entered, and rosters are reviewed on a regular basis.
- Support the Discipleship Team by generating and monitoring reports on OneChurch workflow tasks.
- Assist the Discipleship Team in producing and analyzing reports within the OneChurch database.

Calendar & Event Coordination

- Oversee the Discipleship calendar, ensuring all events, conferences, and staff time off are accurately tracked.
- Assist the Discipleship Team in coordination of events.

Inventory & Resource Management

- Ordering and maintaining inventory of all supplies, hospitality services (food products), and literature for Discipleship and Connect Ministry.
- Manage and maintain inventory for Pioneer Campus Connect Ministry and other campuses as needed.
- Create and manage requests (Information Technology, eSpace, Communications, and Facilities requests).

QUALIFICATIONS

- Exhibits a personal and growing relationship with God and a teachable spirit.
- A heart and passion for discipleship.
- Ability to learn the Church Database System (OneChurch).
- Proficient with Microsoft Office, including Microsoft Teams, Outlook, Word, and Excel.
- Proficient in Canva, ShelbyNext, eSpace and Pex software environments or ability to learn.
- Strong attention to detail and problem-solving skills.
- Excellent time management and prioritization abilities.
- Superior written and verbal communication skills.
- Strong team collaboration and service orientation.
- Bilingual abilities are a plus.
- Affirmation of our Statement of Faith as shown on fielder.org/what-we-believe/