



Preteen Associate / Minister 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: PC Preteen Associate / Minister

DEPARTMENT: Family Ministry

REPORTS TO: Yadira Molina

FLSA STATUS: Non-exempt / Exempt

TIME REQUIREMENTS: Part Time (20-25 hours)

CLASSIFICATION: Part-time hourly*

** Exempt and salaried if position is filled by licensed minister*

POSITION SUMMARY: We are seeking a passionate and dedicated candidate for our Children's Ministry, someone with a heart for serving kids and families. This individual will embrace our ministry's vision of partnering with families to inhale the foundational truths of the gospel, exhale the love of Jesus to family and friends, and make disciples who follow Jesus. The Preteen Associate will play a key role in creating a safe, loving, and age-appropriate environment that supports parents in raising their children to know the love of Jesus. This role offers the chance to make a meaningful difference in the lives of children, their families, and the wider church community. Fielder Church is a bilingual, multiethnic, and socioeconomically diverse congregation committed to reaching imperfect people and celebrating our differences. We strive to engage both our church family and the wider community with the gospel, embracing the opportunity to impact lives for Christ.

RESPONSIBILITIES:

- Build intentional relationships with children, leaders, and families and connect them to the Fielder Church community.
- Lead and manage the recruitment of dedicated leaders for the Preteen ministry on Sunday mornings and Wednesday nights.
- Create and manage the weekly service planning schedules for the Pioneer Campus preteen ministry.
- Collaborate with the Campus pastors to tailor the weekly curriculum to the needs of each campus and ensure all resource requirements are met.
- Actively participate in both the preparation and execution of the 6th Grade Mission Trip, including planning logistics, coordinating with volunteers, and providing spiritual leadership to students.
- Serve a consistent presence on the Preteen Ministry floor during Sunday mornings and Wednesday nights to help ensure a safe, welcoming, and engaging environment for students and volunteers.
- Provide leadership and support for preteen ministry events, including overseeing event planning, volunteer coordination, and logistics. Assist in the scheduling of events and programs to ensure alignment with overall ministry goals.
- Develop and upload weekly digital curriculum content using ProPresenter for all campuses, supporting both mid-week and Sunday morning programs and any special events that are relevant to preteens (i.e. Preteen Camps parent meeting and Mission Trip parent meeting).
- Participate in children's staff meetings.
- Participate in special seasonal events, if needed.

QUALIFICATIONS

- Experience in children's ministry, either as a volunteer or as a seminary student specializing in children's ministry.
- Must be organized, detail-oriented and a self-starter.
- Experience with or familiarity using Microsoft Office tools (e.g., Word, Excel, PowerPoint)
- Ability to work with and learn from others to provide ministry excellence.