Care Pastor 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: All Campuses
REPORTS TO: Care Pastor
FLSA STATUS: Non-exempt
TIME REQUIREMENTS: 25 hours weekly
CLASSIFICATION: Part time, Non-ministerial

POSITION SUMMARY

The Care Pastor Ministry Assistant supports the Care Pastor by managing the administrative and organizational needs of pastoral care ministries—coordinating events, meetings, systems, and logistics—so the pastor can focus on vision, leadership, and shepherding. This role requires exceptional organization, strong attention to detail, and the ability to manage multiple tasks effectively in a complex, volunteer-led environment. The ideal candidate communicates clearly and compassionately, is technically proficient, and takes initiative to solve problems and follow through, ensuring care needs and ministry operations are handled with excellence.

RESPONSIBILITIES

Administrative Support

- Manage the Care Pastor's calendar, emails, and scheduling meetings and appointments.
- Assist the Care Pastor with the purchase of ministry supplies and management of budgets, check requests, and credit card purchases.
- Assist with events, training, and meeting preparation, follow-up, and communication, including setting up eSpace, room setup, food and beverage, and table setup.
- Support internal and external communication (emails, calls, texts, social media, etc.)
- Serve as the primary point of contact for the Pastoral Care Ministry during scheduled office hours.
- Maintain Care Ministry events and website pages.
- Coordinate intake and tracking of care requests for individuals across all Fielder campuses. Ensure timely follow-up and delegation to appropriate ministry teams.
- Provide organizational assistance with special projects, follow-up, surveys, and special events as directed by the Pastoral Staff.

Pastoral Care Support

- Assist with the development and oversight of One Church tasks, events, forms and groups to ensure the shepherding of those under the care ministry. This includes, but is not limited to, the following care ministries: Hospital, Compassion, Support Groups, Widows, Counseling, etc.
- Coordinate with Support Group leaders to promote and support them with resources and supplies.
- Assist the senior adults with monthly gatherings, retreats, and leadership meetings.
- As directed, communicate and coordinate with ministry team leaders to ensure the necessary space, volunteers, and supplies (printed materials, signage, etc.).

Volunteer & Ministry Support

- Assist in recruiting, onboarding, and training volunteers across care ministries.
- Maintain volunteer rosters, schedules, and groups within the One Church database.
- Serve as a primary point of contact for volunteer questions and coordination.
- Help develop systems that empower volunteers to lead effectively.
- Track engagement, coverage, and care outcomes across teams.

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.