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| ***Job Description*** | | | |
| **Job Title:** | **MA – NEW BELIEVERS** | **Department:** | **Community Life** |
| **Reports To:** | **Community Life Associate Director** | **Name:** |  |
| **Position Summary:** | | | |
| This role provides support in the operation and flow of the engagement pathway. From Salvation to Baptism, this position executes communication, back-off plans, and event planning to best serve our new believers of Oaks Church. Leading teams, building culture, and serving others are the main functions of this role. | | | |
| **Major Responsibilities & Duties:** | | | |
| * Carry out communication plans for new believers, baptism candidates, and people who need to take a next step. (Salvation -> Baptism) * Execution of Splash Party back off plan from start to finish AND multiplying self in execution with one of our interns. * Communicate with Altar Hosts and their connections with new believers. * Participate in and help lead the Auditorium Team on Sunday morning. * Oversee necessary tasks to ensure the altar room is prepped if needed and auditorium supplies are up to date. * Help form and execute communication templates and strategies via email, text, phone calls, etc. * Think critically and help to innovate processes. * Recruit and celebrate people to join the dream team through conversation and Dream Team orientation. * Serve and strengthen volunteer culture on Wednesdays, Sundays, and Men’s Breakfast. | | | |
| **General Expectations:** | | | |
| * Be prepared and professional. * Be the owner of your zone. * Be a team player. * Support the vision, values and ministry of Oaks Church through serving, tithing, etc. * Proactive thinking; willing to train & teach others. * Model a godly life for Dream Team. * Be teachable with a humble and submissive attitude. * Maintain all confidential information. * Be a disciple-maker. | | | |
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