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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.
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| **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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