



# Next Steps Minister

## Full-Time

This position contributes to the mission of Oak Hills Church (OHC) to be disciples who make disciples by guiding all people to follow Jesus moment by moment. The staff member is responsible for the execution of an assimilation and membership strategy that helps each person identify and take their next steps in following Jesus.

DEPARTMENT	PRIMARY DUTIES AND RESPONSIBILITIES
Adult Ministry	
<b>REPORTS TO</b>	
Adult Discipleship Minister	
<b>DIRECT REPORTS</b>	
Host Coordinator, Volunteers	
<b>WORK WEEK</b>	
Sunday-Thursday	
<b>HOURS PER WEEK</b>	
40+	
<b>FLSA</b>	
N/A	
<b>JOB CLASS</b>	
Professional	
<b>MINISTER DESIGNATION</b>	
Yes	
<b>DRIVING REQUIRED</b>	
No	
	<ol style="list-style-type: none"><li>1. Oversees the operation of Connections Central and Host Ministry and the staff and volunteer team that serve in each ministry.</li><li>2. Develops and facilitates the systems and processes to assist each person in determining their next steps, i.e., Join a Group, Membership, Pastoral Care, Serve, Baptism, etc.</li><li>3. Leads the Baptism Ministry by developing a strong and dynamic team. Provides oversight of processes, classes and events.</li><li>4. Serves as the primary champion for church membership and promotes the value of membership within our staff, elders and congregation. Directs team of volunteers who lead our membership classes and processes.</li><li>5. Develops tools and resources that help people evaluate their spiritual growth and take next steps of growth.</li><li>6. Works across all ministry departments to advance the OHC Discipleship Commitment of serving others.</li><li>7. Ensures the faithful stewardship of each connection, making sure each person is followed up with in a timely and personal manner.</li><li>8. Coordinates with the Creative Team to engage online congregants in our connections process.</li><li>9. Attends and participates in departmental and staff meetings as required.</li><li>10. Participates in the annual budget preparation to ensure adequate funds for the assigned area. Monitors and approves expenditures; directs and implements budgetary adjustments as necessary.</li><li>11. Recruits, trains and retains volunteers. Ensures all new volunteers in Connections, Host and Baptism Ministries have completed the onboarding process, including volunteer application, screening, interviewing and training.</li><li>12. Assists with weekend services and pastoral ministry duties such as teaching, weddings, funerals, baptisms, hospital visits, counseling and prayer as needed.</li><li>13. Other duties and responsibilities as assigned.</li></ol>



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### OHC STAFF EXPECTATIONS

1. Active relationship with Jesus Christ sustained through personal spiritual practices.
2. Embodies Christlikeness and leads with humility, character, and love.
3. Demonstrates commitment to unity and willingness to work in a collaborative team environment.
4. Personally engaged with OHC's mission and vision.
5. Supportive of OHC's beliefs, values, discipleship commitments, and distinctives.
6. Consistently models the Staff Values.
7. Attends Membership Class and becomes a member within three (3) months of employment.

### MINIMUM QUALIFICATIONS

1. Bachelor's degree from an accredited college or university. Ministry related degree preferred.
2. Three (3) years of experience in recruiting, training, and leading volunteer teams.
3. Experience can substitute for education.

### KNOWLEDGE AND ABILITIES

1. Knowledge of biblical theology as it relates to ecclesiology and church membership.
2. Knowledge of budget development, expense tracking/reporting and administration.
3. Ability to identify opportunities for improvement within existing systems and effectively implement contextualized solutions.
4. Ability to develop leaders and team members for effective ministry.
5. Ability to build and promote a team culture through collaboration and motivating team members.
6. Ability to plan, organize projects and prepare detailed reports and presentations.
7. Ability to use computers and a variety of software applications.
8. Ability to work independently with limited supervision.
9. Ability to communicate clearly and effectively through both verbal and written means.
10. Ability to establish and maintain effective working relationships with staff, members and ministry volunteers.
11. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.

### PHYSICAL REQUIREMENT AND WORKING CONDITIONS

Occasional lifting/carrying up to 10 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

**CREATED:** March 2024