

JOB DESCRIPTION

WOODSIDE BIBLE CHURCH

6600 ROCHESTER ROAD TROY, MI 48065

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Position Title:	Assimilation Director, Hub Leader
Department:	Next Steps Ministry
Campus:	Lake Orion Campus
Date:	January 2023
Supervisor:	Executive Pastor of Campus Ministries
FSLA Status:	Exempt

Position Profile:

The Assimilation Director, Hub Leader will assist the Lake Orion campus by developing and coaching ministry leaders relative to Connect, baptisms, membership, and the Next Steps Pathway. The incumbent will develop, implement, and oversee church-wide processes that help our people know what their next steps are with God, so they replicate disciples.

Skill Set:

- **Passionate** about helping people take their next steps in order that they would know and follow Jesus
- **Influencer and motivator:** Able to cast vision and inspire people around the Next Steps vision and strategy. Outgoing, relational, friendly, and positive

Competencies:

- Budgets/Cost Control
- Communicating Effectively
- Congregational Gift Empowerment
- Establishing Relationships
- Hospitality
- Inspiring and Motivating Others
- Integrity/Ethics
- Interpersonal Skills
- Know Your Sheep
- Managing Across Departments/Locations
- Prioritizing and Organizing Work
- Servant Leadership
- Team Leadership
- Teamwork
- Using Computers and Technology

Experience and Qualifications:

- Minimum of a bachelor's degree required
- Good character and reputation with a commitment to spiritual health
- Motivated to build and maintain healthy volunteer teams

Duties and Responsibilities:

- Leads and manages the process of helping people take their next steps in order that they would meet, know, and follow Jesus
- Executes the vision of Next Steps ministry through strategic planning, implementation and alignment with ministry constants, ongoing evaluation of environments, and oversight of the ministry budget
- Empowers volunteers, Elders, Deacons, and Deaconesses to lead Next Steps ministry through creating a culture of leadership, recruitment, development, training, and reproduction
- Encourages Next Step volunteers through prayer, spiritual direction, and the development of a fun, engaging, creative, and relational team environment
- Generates increased awareness of in-church serving opportunities with an understanding of the landscape of the campus, and responds to inquiries for connection
- Generates increased awareness of outreach opportunities with an understanding of the landscape of the surrounding community, and develops relationships for connection
- Recruits, trains, and leads volunteers for all areas of weekend team (welcome, parking lot, ushers, Connection Desk, etc.)

- Oversees the schedule and coordination of the weekend Welcome Team and other serving teams
- Appreciates volunteers individually via personal communication
- Supports the campus team in planning and coordinating special events
- Develops and implements effective systems of training, accountability, and communication for group leaders and volunteers
- Available as a point person on Sundays in the lobby between services to meet people and assist with answering questions about Next Steps and assimilation
- Ensures the lobby environment is clean, clear, and connecting (for the first-time guest). This includes signage and Connect desk. This may include ordering, preparing, and distributing welcome gifts
- Oversees process of engagement and follow up of first-time guests
- Manages and oversees the budget areas of Next Steps and Outreach

HUB Leader:

- Reports directly to Executive Pastor of Campus Ministries, Lake Orion, with a dotted line to Pastor of Central Ministries
- As a dotted-line manager, encourages and supports Next Steps Directors in Lake Orion Hub, as they lead campus ministry in line with Next Steps DNA
- Leads directors in Lake Orion Hub in Central collaboration that supports growth and health of overall Next Steps ministry
- Collaborates with Next Steps Hub team by reviewing, updating, and guarding Next Steps DNA, establishing departmental yearly goals, identifying collaborative efforts, and addressing strategic opportunities or challenges for the ministry
- With Next Steps Hub team, designs and facilitates monthly Next Steps Director meetings
- Faithfully fulfills all Hub Leader rhythms, including:
 - Monthly check-ins with Next Steps Directors in Lake Orion Hub
 - Monthly meetings with Next Steps Hub team

Spiritual Responsibilities:

- Ensures that all actions performed within the context of this job position accomplishes and furthers the mission, vision, and values of Woodside Bible Church (Belong, Grow, Reach)
- Incumbent adheres to the Statement of Faith as established and approved by Woodside Bible Church
- Incumbent is a member in good standing, participates in praying, giving, serving, worshiping and attends special events as an active member of the church

Staff Core Values:

Agree to be in alignment and uphold the core values established for all of Woodside’s staff members:

- **Committed:** We model faithfulness to our church family through commitment to worship gatherings, Life Groups, serving, giving, and evangelism
- **Collaborative:** As one church family across many communities, we prioritize collaboration over speed and value the success of other campuses and teams as much as our own
- **Generous:** As a reflection of the generous nature of God, we live generously with our time, talent, and treasure
- **Gracious:** We know that no one is perfect (including us), so we give the same grace we’ve received to the people we work for and with
- **Positive:** In light of all God’s done for us, we choose gratitude and assume the best of others, creating an uplifting place to serve
- **Productive:** Seen or unseen, we do great work with a heart of worship

Disclaimers:

Other duties as required may be added or changed. This job description does not constitute a contract for employment.

PROPOSED REVIEWED BY	DATE	
APPROVED BY	DATE	