

ANTIOCH FELLOWSHIP MISSIONARY BAPTIST CHURCH

POSITION: Director of Assimilation

REPORTS TO: Executive Pastor of Ministries

WORK HOURS: Full Time (Sunday-Thursday; On call as needed)

PRINCIPLE FUNCTION

The Director of Assimilation will be responsible for overseeing the processes and procedures that causes visitors to become new members and new members to become active members of Antioch. Additionally, the Director of Assimilation will help to oversee our guest services and membership services centers.

SPECIFIC RESPONSIBILITIES

- The Director make sure that members of the Decision Team Ministry are adequately prepared to receive people who are uniting with the church by: Christian Experience, Letter, Watch Care and as Candidates of Baptism.
- The Director will be responsible for scheduling and oversight of monthly or quarterly classes for new members (New Members Orientation).
- The Director will oversee the quarterly Ministry Connections Program to make sure new members and others are connected and serving in ministries that complement their gift mix.
- The Director will develop NM Accountability Partnership in which new members are paired with leaders to connect them with other members.
- The Director will oversee the Visitor's Reception and make contact with those desiring more information following their visit as well as send a general thank you message to all visitors

Additional Duties

- a. Cooperate with the Senior Pastor, Associate Pastors, Board of Trustees and other staff members in promoting the entire ministry plan of Antioch Fellowship Missionary Baptist Church.
- b. Be available for spiritual consultation of church and non-church members as needs arise.

- c. Submitting information on a timely basis to members of the media team for announcements via TWAA and website.
- d. Utilize the services of the support staff, which are consistent with their Position Descriptions.
- e. Supply written updates of changes to programming related to New Members to all members of the staff and others (Ministry leaders).
- f. Give full support to the Unified General Operating Budget of Antioch Fellowship Missionary Baptist Church and avoid soliciting or expending funds not previously authorized.
- g. Assist with teaching, preaching, visitation and other assignments upon request.
- h. Attend all staff meetings (General and Pastoral) unless given permission from the Executive Pastor to be absent

Basic personal responsibilities:

- a. Maintain a vital and growing personal walk with the Lord through committed Bible study, prayer and meditation.
- b. Maintain proper priorities in your home
- c. Develop personal evangelism opportunities within and outside the church.
- d. Financially support the works of ministries of Antioch Fellowship Missionary Baptist Church by faithfully giving at least 10% of your gross income. Maintain wise stewardship measures over the remaining 90%.

Qualifications

- Antioch Fellowship Missionary Baptist Church must be your home church
- Must facilitate the vision of the Sr. Pastor
- An associate or bachelor's degree is preferred and/or equivalent experience in church leadership and administration.
- The person in this position must enjoy people and will most likely have the spiritual gift of exhortation (encouragement and edifying others).
- It is preferred for the Director of Assimilation to have the gift of administration, since the role is one of overseeing personnel and processes.
- This person must possess the ability to work without close supervision; have the ability to communicate effectively; possess organizational skills;

tech savvy, possess the skills to plan, implement and analyze; and be a person of warmth and compassion.

- Strong verbal and written communication skills
- Ability to shepherd, mobilize, recruit, train, and empower volunteers