

# OEC ONBOARD

## Onboard Coordinator's Manual

Version: June 2025

### What is Onboard?

Onboard is for Christians who want to make OEC their home. It is 2hrs including lunch and a relaxed session where we talk about OEC's DNA and how new people can get involved. It is the next step for anyone considering making OEC their new church (replacing OEC & You).

### What does the Onboard team do?

Provide lunch, set up and pack up. Also, join us for lunch and the conversation, making newcomers feel welcome.

# YOUR ROLE

## LEAD UP TO ONBOARD

1. Ask Nathan to confirm the Onboard team at the start of the month (one from each congregation)
2. Make initial contact with the team via email or SMS at the start of the month

### EMAIL EXAMPLE

Hi Onboarding Team!

Thanks for your willingness to show hospitality to those thinking of making OEC their home church.

Our 22nd June Onboarding Team is currently:

C@9: \*Insert Intergration rep for C@9\*

C@1045: \*Insert Intergration rep for C@1045\*

C@4: \*Insert Intergration rep for C@4\*

C@630: \*Insert Intergration rep for C@630\*

Our job is to set up, provide lunch, eat lunch with those attending Onboard, be welcoming, join in the conversations and pack away. Onboard is 12:30pm–3pm. So, if we could arrive at 12pm to pray and set up that would be great. The layout of the afternoon for those is to start with lunch and conversation, and then we will sit at the tables with our congregations during the session.

Numbers for Onboard won't be confirmed until a few days before, but we can estimate about 20–25 people for lunch.

Last time we ran an Onboard event we had

- 4 x quiches (GF and/or DF)
- 2 x Salads
- 2 x Slices for dessert
- Bread rolls
- 4 x Drinks

This seemed to work really well last time. Was there anyone who would be able to volunteer to bring any of these items for the day? If you have any questions feel free to send an email or give me a call!

Thanks again,

\*Insert Name and contact details\*

### 3. Send a follow-up email the week of the event to confirm who is delegated to what, current dietary requirements and numbers

Hi All!

We are less than one week away from the next OnBoard. Thank you to all who replied to my previous email. We currently have \*insert number\* of people registered to attend. Current dietary requirements are: \*insert dietary requirements\*

As of now, here is the food plan:

- 4 x quiches (GF and/or DF) – \*insert name & type\*
- 2 x Salads – \*insert name & type\*
- 2 x Slices for dessert – \*insert name & type\*
- Bread rolls – \*insert name\*
- 4 x Drinks – \*insert name\*

Please let me know if anyone is able to provide one of the remaining \*insert current items not provided\*

I'll send through the final numbers and any other dietary requirements later this week.

Thanks so much for serving in this way.

Kind regards,

\*Insert Name and contact details\*

# ON THE DAY

1. Meet at 12pm to pray for the event with the team and set up the classrooms as shown below. Everything that is needed should be available in the kitchen.
2. Enjoy the afternoon
3. Wash up and pack away
4. Debrief with the team afterwards about what went well and what needs to be improved. Send these debrief notes to Nathan.
4. Pray for those who came and had conversations.