**CedarCreek Internship - Individualized Development Plan**

**Intern name:**

**Date:**

**Direct Report:**

**Senior Director:**

**Department: Next Steps**

|  |  |  |
| --- | --- | --- |
| **Position Responsibilities** | **Experiences/Trainings to Complete** | **Due Date** |
| Participate in on-boarding  Attend All-Staff Meetings  Attend Campus Staff Meetings  Attend Next Steps Meetings  Coach a Group, Lead a Group or Join a Group  Participate in DreamTeam Launch, Groups Kick-offs, DreamTeam Celebration and HUB Events | 1. Continue to develop support systems skills 2. Develop weekly schedule 3. Attend weekend services 4. Develop skills using all church systems including Rock, PCO, Slack, etc.. |  |
| **DREAM TEAM**  **(4 months, recommend August - December)**  Recruit, train, care for and develop the Next Steps DreamTeam of Baptism, Prayer, Guest Services, GrowthTrack (First Impressions has its own rotation)  Experience Facilities, Safety and Care DreamTeams | 1. Observe leaders during DreamTeam Huddle and discuss observations 2. Co-lead a DreamTeam Huddle with the leader and process afterwards 3. Lead DreamTeam Huddle while the expert observes and provides evaluation 4. Observe a leader Vision Cast in GrowthTrack Week 4 for a team outside of GrowthTrack and discuss observations 5. Co-lead Vision Cast in GrowthTrack Week 4 with the expert and process afterwards 6. Lead Vision Cast while the expert observes and provides evaluation 7. Create a goal of meeting new people to meet every weekend with a follow-up plan 8. Create a weekly care goal (text/thank you note/coffee date, etc.) plan for DreamTeam 9. Become owners of the Next Steps On-Boarding process for 2-3 teams including knowledge of the Team Guides and role-specific training along with insuring these are implemented 10. Observe an expert lead an on-boarding interview and discuss observations 11. Co-lead an interview with the expert and process afterwards 12. Lead an interview while the expert observes and provides evaluation 13. Participate in and then own a part of the training of a new DreamTeam member on one of the teams 14. Become competent in weekend prep 15. Observe and help execute a DreamTeam Leader Gathering and/or Team meeting with a department 16. Observe and help execute either Sat or Sun of GrowthTrack for 1 month 17. Create meaningful connections with team members and follow-up   May also consider serving alongside each of the teams (baptism, prayer, Guest Services, GrowthTrack) for a 1-month rotation in each area including steps of read Team Guide, participate in huddle for that team, serve alongside team members then by week 4 lead a portion of huddle for that team. |  |
| **GROUPS**  **(1 Semester, recommend first portion of Winter)** | 1. Create a goal of meeting new people as part of Groups strategy with a follow-up plan to offer next steps to either lead or join a Group 2. Lead a Group – participate in all on-boarding 3. Observe an expert lead Group leader training and discuss observations 4. Co-lead Group leader training with the expert and process afterwards 5. Lead Group leader training while the expert observes and provides evaluation 6. Manage the Group semester in Rock 7. Observe an expert lead a Coaches Training and discuss observations 8. Co-lead a Coaches Training with the expert and process afterwards 9. Lead a Coaches Training while the expert observes and provides evaluation 10. Observe an expert lead Groups Kick-off and discuss observations 11. Lead an on-boarding process with a Group of new leaders including registration, leadership agreement, interview, training and launch of Group 12. If intern has led a Group, serve as coach for 3-4 Group leaders in HUB assigned 13. Be involved in all local outreach activities associated with Groups |  |
| Provide support projects and events | 1. Attend meetings where special events are planned and complete any given responsibilities |  |
| **FIRST IMPRESSIONS**  **(3 months, recommend from DreamTeam Celebration – May)**  Ushers, Greeters, Brew Crew, Parking  Guest Services, Sparkle Team | 1. Participate in on-boarding of First Impressions team and review guide 2. Serve alongside team members to observe leaders during huddle and discuss observations 3. Once have served for 1 month with team, co-lead a huddle with the leader and process afterwards 4. Lead huddle several times while the expert observes and provides evaluation 5. Observe a leader Vision Cast in GrowthTrack Week 4 for First Impressions and discuss observations 6. Co-lead Vision Cast in GrowthTrack Week 4 with the expert and process afterwards 7. Lead Vision Cast while the expert observes and provides evaluation 8. Create a goal of meeting new people as part of First Impressions with a follow-up plan to offer next steps 9. Create a weekly care goal (text/thank you note/coffee date, etc.) plan for DreamTeam 10. Become owner of the Next Steps On-Boarding process for First Impressions including the First Impressions Team Guides and role-specific training along with insuring these are implemented for 1 month 11. Observe an expert lead an on-boarding interview and discuss observations 12. Co-lead an interview with the expert and process afterwards 13. Lead an interview while the expert observes and provides evaluation 14. Participate in and then own a part of the training of a new DreamTeam member on one of the teams for 1 month 15. Become competent in weekend prep 16. Observe and help execute a Team meeting with First Impressions |  |
| **CARE** | 1. Participate in a hospital visit 2. Participate in community care process for a guest |  |

In each area, gain a full understanding of spiritual leadership responsibilities and execute per your direct report’s guidance:

* + Recruitment, training, care and development of the NextSteps DreamTeam
  + Engagement in weekend prep
    - Scheduling teams
    - Inventory counts
    - Supply orders
  + Making meaningful connections with guests
  + Developing skills for relational ministry – being equipped as part of the team, as well as then equipping as a leader of the team