

CEDARCREEKCHURCH

Position Title: Director of Next Steps
Reports to: Senior Director of Next Steps
Average Hours per Week: 40

Department: Central Support
CS Team: Ministries
Salary

Position Summary:

The Director of Next Steps is responsible for helping to provide coordination for various Next Steps functions on a church-wide scale, including events and initiatives at a Central Support level, as well as campus strategies. The Director of Next Steps is responsible for content creation for the LivingItOut resources, including content for the Monday-Friday resource through the LivingItOut DreamTeam, and all other resources including but not limited to the podcast and weekly discussion questions.

Positions and Responsibilities:

- Ministries Team Participation – Represent a CedarCreek Next Steps perspective in Ministries Team conversations.
- Next Steps Team:
 - Assist in alignment, development and creation of Next Steps strategies
 - Assist campus Next Steps Directors in aligning vision and equipping to execute strategies (curriculum, communication tools, events, etc.) to help adults take their next steps at CedarCreek. This includes (but is not limited to): baptism, Groups, GrowthTrack, DreamTeam (both for the church and for the teams within Next Steps), HUB events, DreamTeam events, LIO daily study, etc.
 - Assist in equipping, supporting, and empowering campus staff (primarily Next Steps Directors) in the execution of various Next Steps strategies and initiatives at the campus level.
- LivingItOut
 - Oversee all aspects of the LivingItOut, including but not limited to the daily study, podcast and discussion questions.
 - Lead the LivingItOut team of writers, editors and proofers.
- Central Support Events - Support the Senior Director in resourcing and execution of Central Support Next Steps Events for the DreamTeam (including but not limited to DreamTeam Launch, DreamTeam Celebration, leader gatherings) as well as Groups Hub Events in the area of NextSteps.

Position Requirements:

- Being a tithing, Missional Member in good standing at CedarCreek Church
- Championing the 5 Agreements of CedarCreek Church
- Attendance at a weekend service and in an adult Group
- Modeling and championing the Mission, Vision and Core Values of CedarCreek Church
- Honoring the CedarCreek Church Staff 10 Points of Accountability
- Any additional requirements set by the Direct Report, Executive Director, and/or Elders

Measurements:

The Position will be evaluated by the following quantifiable measurements:

- All Dashboard metrics

Accountabilities:

The Position will also be held accountable for the following:

- Ensuring that Church, Campus, and Ministry values are upheld personally and among volunteers.
- Maintaining unity within the CedarCreek Next Steps Department, across all Campuses and Ministry Areas.
- Maintaining a positive mental attitude regarding the Church and its leaders, Ministry Services, and in the presence of guests, staff, and volunteers at all times.

ADA CHECKLIST FOR PHYSICAL ACTIVITIES & REQUIREMENTS, VISUAL ACUITY, AND WORKING CONDITIONS OF THE POSITION

1. The physical activity of this position.

- Reaching. Extending hand(s) and arm(s) in any direction.
- Standing. Particularly for sustained periods of time.
- Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.

2. The physical requirements of this position.

- Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

3. The visual acuity requirements including color, depth perception, and field vision.

- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.

4. The conditions the worker will be subject to in this position.

- The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level.

Disclaimer:

Nothing in this job description restricts the right of the Position's Direct Report to assign or reassign duties and responsibilities to this job at any time. This is an at-will position and can be terminated at any time.

_____/____/____
Position's Signature **Date**

_____/____/____
Direct Report Position's Signature **Date**

_____/____/____
Executive Director's Signature **Date**

cc.
Direct Report
Executive Director
HR/Employee File
6-8-20