**CedarCreek Internship – Direct Report Role Description**

**Key focus:** Ministry development

**Purpose:** Providing Interns with comprehensive and personalized hands-on training in their field of ministry. (**Ministry Senior Directors** provide initial ministry onboarding, along with ongoing input and support for the development plans that Direct Reports implement.)

**Qualifications:** CedarCreek Staff Member and leader in the particular field of ministry

**Meeting Frequency:** Weekly Ministry meetings/communications, weekly one-on-one meetings including specific observations of things that are going well, specific observations of issues that need course correction, and suggestions for growth.

**Identification Process:** Internship Director appointed (with Exec approval)

**Ministry Training Process:**

1. Senior Directors will provide Intern job descriptions for each role prior to the beginning of the internship.
2. At the onset of the internship, Interns will receive church system onboarding from the Project Managers.
3. Within the first two weeks of the beginning of the internship, Senior Directors will meet with any Interns and Direct Reports in their ministry to provide ministry onboarding (covering foundational ministry elements).
4. Senior Directors will assist Direct Reports in developing individualized ministry training plans to help Interns gain comprehensive leadership training in their specific area of ministry, along with opportunities to engage in ministry elements that best fit their giftings

**Ongoing Direct Report Communication:**

-The Internship Director meets with the entire internship class most Tuesdays from 3-5pm. By Thursday, a Teamwork notebook is updated with notes from the meeting, including assignments the Interns are required to complete. Direct Reports have access to these notebooks on Teamwork, and they are encouraged to review the notes and check in with their Intern about the details on a weekly basis. Direct Reports are encouraged to help Interns make connections between the class learnings and their specific ministry responsibilities.

-Direct Reports will participate in all of the Intern evaluations (90-day, 6 month and final) by completing evaluations and participating in the evaluation conversation. The Internship Director will initiate this process.

-As the Internship Director and Direct Reports strive to provide ongoing united support for the Interns’ development, they will engage in extra communication as needed.