**Position Title:** Next Steps Intern **Department:** Campuses

**Reports to:** Next Steps Director **Campus/Team:**

**Average Hours Per Week:** 25

**Position Summary:**

The Next Steps Intern is a campus’ steward of our mission to introduce people to Jesus and the life-changing adventure with him. Their primary focus is gaining comprehensive leadership experience in a Next Steps ministry role, while engaging in ministry elements that best fit their giftings.

**Position Responsibilities:**

* Attend All-Staff Meetings
* Attend Campus Staff Meetings
* Attend Next Steps Team Meetings
* Gain a full understanding of these leadership responsibilities and execute per your direct report’s guidance:
  + Recruit, train, care for and develop the Next Steps DreamTeams (First Impressions, Prayer, etc.)
  + Meaningful connections with guests and leaders
  + Weekend experiences including baptism, GrowthTrack and/or Group Leader Training
  + DreamTeam Leader Gatherings, team meetings, and trainings
  + Help ensure DreamTeam handbooks are read, understood and implemented throughout the ministry.
  + Insure understanding of how systems like Planning Center and Rock support Next Steps and relationships
  + Provide support for Next Steps projects and events
  + Complete all requirements of the Internship Program
  + Complete any additional requirements assigned by the Campus Pastor, Direct Report, or Internship Director

**Position Requirements:**

* Being a Missional Member in good standing at CedarCreek Church
* Championing the 5 Agreements of CedarCreek Church
* Attendance at a weekend service and in a Group
* Modeling and championing the Mission, Vision and Core Values of CedarCreek Church
* Obeying the CedarCreek Church Staff 10 Points of Accountability
* Passionate for spiritual growth and leadership development
* Developing in public speaking/communicating abilities
* Any additional requirements set by the Direct Report, Executive Director, and/or Elders

**Measurements:**

The Positionwill be evaluated by the following quantifiable measurements:

* Number and quality of leaders recruited & developed
* Number of adults completing GrowthTrack and joining a DreamTeam
* Number of adults engaged with Groups
* Any identified Internship Program measurements

**Accountabilities:**

The Positionwill also be held accountable for the following:

* Ensuring that Church, Campus, and Ministry values are upheld personally and among volunteers.
* Maintaining good fiscal responsibility, stewarding resources with excellence.
* Maintaining unity 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.

**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

Employee File