

POSITION TITLE: Intern, Next Steps - Groups**Campus or Team: Central Support – Next Steps****REPORTS TO: Next Steps Director****HRS PER WEEK: 25****POSITION SUMMARY**

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

POSITION RESPONSIBILITIES:

- Attend All-Staff Meetings
- Attend Central Next Steps Staff Meetings
- Attend Ministries Team Meetings
 - Represent a Central Next Steps Groups perspective
- Attend Next Steps Team meetings, specifically Next Steps Directors of Groups
- Gain a full understanding of these leadership responsibilities and execute per your direct report's guidance:
 - Recruit, train, care for and develop the LivingItOut DreamTeam
 - Participate in creation and execution of LIO resources including discussion questions, podcast and any other content projects for LIO
 - Participate in development of other content to help guests take a next step
 - Preparation for weekend experiences like Groups Kick-Off, Hub leader meetings, coaches and Group leader trainings, Second Sat Serves
 - Help ensure DreamTeam Groups handbooks/guides 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
 - Participate in one-on-one meetings with Groups directors and campus weekend visits
 - 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

- Attendance at a weekend service and involvement in a Group with a DreamTeam
- Modeling and championing the Mission, Vision, and Core Values of CedarCreek Church
- Obeying the CedarCreek Church Staff 10 Points of Accountability
- Championing the 5 Agreements of CedarCreek Church
- 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 position will be evaluated by the following quantifiable measurements:

- Number and quality of leaders recruited and developed
- Number of adults completing GrowthTrack and joining a DreamTeam
- Any identified Internship Program requirements

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 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, volunteers, and staff 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.

ADA List for Physical Activities and Requirements, Visual Acuity, and Working Conditions of the 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.

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.

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.

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.