

CEDARCREEKCHURCH

Position Title: Director of Next Steps

Reports to:

Average Hours per Week: 45

Department: Central Support

Campus/Team:

Salary/Hourly: Salary

Position Summary:

The Next Steps Director is responsible to help people discover and take their next steps in their walk with God. This includes equipping and constructing onramps and systems to help people transition from being a visitor at our church to getting connected ... through baptism, LifeGroups, Membership and Connecting events.

Position Responsibilities

- **Baptism** – organize baptism team. Lead baptism volunteers and run baptism events. Administration of people being baptized.
- **LifeGroups** – develop, implement and oversee effective and ongoing training and encouragement for LifeGroups. Communicate via emails, phone calls, social media and texting. Recruit, train and mentor LifeGroup leaders / facilitators and hosts. Oversee information tracking of small group participants, ensuring people stay engaged, don't fall through the cracks and grow in their walk with God.
 - **Short Term Groups** – getting people involved in a group for a 'short term' with the goal of them finding people they connect with to permanently get into a LifeGroup. Recruiting facilitators to lead group (4-6 weeks). Organizing & providing curriculum and technology for class set up. Providing weekly update to help them feel informed.
- **Membership** – Coordinating with Adult Ministries and ministry team leaders in fulfilling the church's mission and vision, by encouraging people to commit to CedarCreek Missional Membership. Must be a Missional Member in order to lead a LifeGroup or ministry. Organize Missional Membership event 2x per year. Interview and communicate with anyone who has completed their missional membership.
- **Guest Services** – oversee weekend Guest Services / Next Steps ministry. Continue to recruit weekend volunteers to help visitors get connected. Personal discipleship with these volunteers to feel comfortable asking questions and directing people to take next steps. Recruit liaisons to help our lead Pastor (someone he can hand off a visitor to help them get connected).
- **Connect at the Creek** – work with staff and volunteer team in developing quarterly event to help people 'get connected' in some way at CedarCreek. Recruit volunteers as Table Hosts. Equip volunteers with information to help others understand how they can get involved and what CedarCreek believes. Follow up, helping others to feel like they're informed of what their options are in order to get connected, even if it's to just 'keep coming'.

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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 LifeGroup
- 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:

- LifeGroups
- Baptisms
- Membership
- Connect at the Creek Attendees
- Next Steps / Guest Services volunteers

Accountabilities:

The Position will also hold 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 within the Arts 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.

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