

# CEDARCREEKCHURCH

**Position Title: Next Steps Director of Groups**

**Department: Campuses**

**Reports to: Campus Pastor**

**Campus/Team: Next Steps**

**Average Hours per Week: 24**

**Hourly (Pastoral status not required)**

\*Please note this part time Next Steps Director of Groups job description is the compliment to the full-time Next Steps Director of DreamTeam with Care job description.

## **Position Summary:**

The Next Steps Director of Groups is responsible for directing and coordinating efforts to ensure all people at their campus have the opportunity to engage in Groups. This includes recruiting, developing and equipping people to lead in a variety of levels and roles within their purpose and giftings in the Groups structure as well as recruiting, equipping and developing new and competent leaders. Specific opportunities include Group HUB Leader, Coaches and Group leaders and the variety of on-boarding, training and on-going equipping, along with HUB event planning and support.

## **Position Responsibilities:**

- Develop, implement and oversee infrastructure and strategies for ongoing equipping and growth of Groups team.
- Recruit, interview, train and mentor leaders, and recruit and equip hosts of monthly group leader training (every 4<sup>th</sup> weekend and 3x a month during groups kick-off).
- Coordinate all communication from CedarCreek to Groups leaders.
- Coordinate semester Groups Kick-Off with HUB leaders.
- Ensure all supplies are ordered for campus launch and on-going Groups needs.
- Coordinate with leaders the on-boarding requirements for Group leadership and encourage people to commit to CedarCreek Missional Membership. Organize Missional Membership event 2x per year for Groups leaders. Interview and communicate with anyone who has completed their Missional Membership.
- Oversee accuracy of campus metrics and information tracking of Groups.
- Oversee and manage small groups' data administration in Rock and Next Steps Survey.
- Resource all teams with necessary scheduling, communication & leadership tools to include Groups directory, database, website or any other means.
- Oversee Groups visits throughout semester, equipping HUB leader and coaches.
- Assist and coordinate for campus the planning, organization and coordination of HUB events including Stage 1 All-Call local outreach including but not limited to, Second Saturdays, Serve Day, Marriage Event, etc. (as applicable)
- Serve as campus point of contact for local outreach requests specific to campus.
- Attend GrowthTrack as needed to cast vision for Groups.

## **Other Duties and Responsibilities:**

- Participate in Next Steps team meeting with Central Support as scheduled.
- Participate in weekly campus team meeting.
- Participate in weekly one-on-one meeting with Campus Pastor, direct report.

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- Maintain Groups budgets for campus.
- Execute necessary systems to provide monthly defined measurables.
- Lead, coordinate and manage all pastoral needs as directed.
- Oversee all related tasks with missional membership renewal for Groups leaders.
- Follow administrative procedures and manage Next Steps Groups paperwork for reporting purposes.

## Pastoral Responsibilities:

- Assist in pastoral care needs of the campus to help meet needs through financial assistance requests as possible
- Be available as needed to assist in crisis situations

## Position Requirements:

- Ability to work weekends and evenings.
- Ability to build relationships in order to assess, advise and direct a person's appropriate next steps.
- Ability to recruit, lead and equip leaders to lead successful teams and lead groups.
- Be a tithing, Missional Member in good standing at CedarCreek Church.
- Champion the 5 Agreements of CedarCreek Church.
- Attend a key weekend service as directed by campus pastor, and lead at least 1 group per semester.
- Model and champion with enthusiasm the Mission, Vision and Core Values of CedarCreek Church.
- Honor 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 quantifiable measurements as captured in the overall ministry dashboard that reflects Groups and the specific measurables of Groups Teams as captured in the Next Steps dashboard. (For example, # of Groups, # of group participants, # of leaders, # of coaches, # of HUB leaders, # of new Groups, etc. and other data as deemed applicable by direct report.

Other benchmark measurements that will be tracked and are impacted by the Next Steps Groups Director:

- Baptisms – monthly number coming out of Groups
- Membership – total number; during renewal season, total number renew and non-renew and communication about renewal to current members

## 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.

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- Maintaining unity with the NextSteps Team, across all Campuses and Ministry Areas
- Maintaining a positive mental attitude regarding the Church and its leaders, and next steps 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.

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Position's Signature Date

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Direct Report Position's Signature Date

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Executive Director's Signature Date

cc.  
Direct Report  
Executive Director  
HR/Employee File