**Position Title: Director of Next Steps Department: Campuses**

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

**Average Hours per Week: 40 Salary/Hourly: Salary**

**Position Summary:**

The Next Steps Director is responsible for directing and coordinating efforts to ensure all people at their campus have the opportunity to engage in taking next steps. This includes recruiting, developing and equipping people to lead in a variety of levels and roles within their purpose and giftings. Specific next step opportunities include Baptism, GrowthTrack, Groups, DreamTeam (outside of CedarCreek Kids and CedarCreek Students), and Missional Membership.

**Position Responsibilities:**

* **Baptism** – Lead and equip Baptism Team Lead and volunteers to host and run all baptism events at the campus, including administrative tasks associated with baptism.
* **Growth Track** – Ensure all GrowthTrack events are equipped, resourced, and led with excellence and that participants receive their clear next step. Utilize resources received from Central Support to ensure that GrowthTrack participants are engaging in their next step; insure administrative follow-up.
* **Groups** – Develop, implement and oversee infrastructure and ongoing equipping of groups team. Recruit, interview, train and mentor leaders, and recruit and equip hosts of monthly group leader training (every 4th weekend and 3x a month during groups kick-off).
* **Membership** – Coordinating with team leaders and group leaders, encourage people to commit to CedarCreek Missional Membership. Organize Missional Membership event 2x per year. Interview and communicate with anyone who has completed their Missional Membership.
* **DreamTeams** – Oversee weekend serving teams outside of CedarCreek Kids and Students, and Arts. Recruit and develop team leaders, equip huddles and resource team leaders for post Step 4 continuing training; provide pastoral leadership for DreamTeam members at campus; facilitate regular meetings with Team Leaders; plan and coordinate celebrations of team accomplishments.
* Oversee accuracy of campus metrics and information tracking of next steps.
* Resource all teams with necessary scheduling, communication & leadership tools to include Planning Center, Groups directory, database, website or any other means.

**Other Duties and Responsibilities:**

* Participate in weekly Next Steps team meeting with Central Support.
* Participate in weekly campus team meeting.
* Participate in weekly one-on-one meeting with Campus Pastor, direct report.
* Ensure all Next Steps (GrowthTrack and DreamTeam) supplies are ordered, received and available as needed.
* Maintain Next Steps (GrowthTrack and DreamTeam) budgets for campus.
* Execute necessary systems to provide monthly defined measurables.
* Coordinate and manage all Campus Prayer Teams and any other teams as directed.
* Oversee all related tasks and activities for 21 Days of Prayer (August and January).
* Oversee all related tasks with missional membership renewal.
* Follow administrative procedures and manage Next Steps paperwork for reporting purposes.

Pastoral Responsibilities:

* Lead and assist with pastoral care needs of the campus including groups to help meet needs and financial assistance requests.
* Be available as needed to assist in crisis situations, hospital visits, funerals, and/or weddings.
* Under the direction of the Campus Pastor, set an example by attending Saturday prayer huddles and all church events.
* Under the direction of the Campus Pastor, lead, manage, or assist in development of campus interns if applicable.

**Position Requirements:**

* 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.
* Attendance at all weekend services and participation or leadership of a group
* 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 Positionwill be evaluated by the following quantifiable measurements as captured in the ministry dashboard:

* GrowthTrack - # completed GrowthTrack and tracking of variety of next steps out of GrowthTrack
* Numbers within Groups Team - # of group participants, # of leaders, # of coaches,
# of HUB leaders
* DreamTeam – total number serving by service, # of leaders, retention of team members
* Other data as deemed applicable by direct report.

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

* Baptisms – monthly number and experience (tubs are set-up, supplies are in place, etc.)
* Membership – total number; during renewal season, total number renew and non-renew and communication about renewal to current members

**Accountabilities:**

The Positionwill 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 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.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_**

**Position’s Signature Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_**

**Direct Report Position’s Signature** **Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_**

**Executive Director’s Signature Date**

cc.

Direct Report

Executive Director

HR/Employee File