Family Ministries On-Boarding

March 2021

Family Ministries “New Hire” On-Boarding Sessions

**Pre-Session/Meeting**:

* Shadow Kids/Student Director in role at another campus 1-2 times within first 2 weeks
* Recommend intro video with CP sent to DT leaders within first week or so

**Session 1** – Senior Director of Fam. Min (The “Why”)

* Overall vision of Family Ministries
* Orange Philosophy
* How the vision/philosophy/principles play out in Kids or Student Ministry in conjunction with the Spiritual Journey
* Partnering w/ Parents
* Introduction to CreekHelp Ministry page
* Introduction to DT docs
* Q & A
* Homework:
  + DreamTeam Docs/Crash Course on CreekHelp, start reviewing specific area of DreamTeam
  + Review DT roles on CreekHelp

**Session 2**—Senior Director of Fam. Min. (The “What”)

* DreamTeam Vision
* Vision doc
* Overall vision to team member using first 5 pages of guides
* Leadership Structure and overall roles
* Staff role
* DT Recruiting
* DT Onboarding
  + Steps (including explanation of each step)
* DT meeting rhythms
* Ministry Finances
  + PEA
* Q & A
* Homework:
  + Review Kids/Students Team Guide
  + Playbook docs / Standards & Guidelines docs

**Session 3**—Central Director of Kids/Students (The “How” part 1)

* Schedule deep dive
  + Team meeting rhythm
  + Ministry Calendar
  + Re-occuring events
    - Ex.- Start Here, Child Dedication, Baptism
* Team Guide deep dive
* Strategy in week to week responsibilities
  + Scheduling leaders
  + Weekend or Student Night prep
  + Working w/ Coordinators
  + Planning forward
  + Ordering supplies in a timely manner
    - What supplies should a Director have?
      * i.e.- New Student bags, iPads, etc.
  + Etc.
* Ministry specific strategies in utilizing Leadership Structure
  + Guest Service
  + Groups
  + Production
* Ministry section on Creekhelp
  + Ministry specific playbook docs / Standard & Guidelines docs
* Ministry pages on cedarcreek.tv (/kids, /students)
* Resource pages on cedarcreek.tv (/preschool, /elementary, /middleschool, /highschool)
* My.cedarcreek.tv group leader site orientation
* Social media
* Camps
* Q&A

**Session 4**—Central Director of Kids/Students Programming (The “How” part 2)

* Orange curriculum
* Process for how Orange curriculum is received then delivered to the campus
* How we utilize PCO & ProPresenter do execute the programming
* Weekend and/or Student Night programming “layout”
* Opportunities to give feedback or be part of the “programming” team
* Q & A

**Post-Session 4 “Homework”**

* Watch CreekHelp Academy classes on CreekHelp