

CedarCreek GrowthTrack Team: Administrator

TEAM VISION

We want every person to grow in their relationship with Christ through consistent, focused, simple and fun next steps that focus on the key values of Know God, Find Freedom, Discover

HOW DO WE DO THIS

- **God's Heart** – we want every guest to know they matter to God and to us.
- **Upbeat** – we are fun, positive people who make an amazing first impression.
- **Excellence** – our attention to detail shows our guest we care.
- **Seize Wow Opportunities** – make their experience something they can't wait to share with others.
- **Take a Next Step** – we are always looking for opportunities to help guests take a next step.

OUR TEAM ROLE

- Growth Track is the way we connect people to the church. So many unconnected people walk in the doors each weekend, and the Growth Track team plays an essential role in connecting them.
- Growth Track team members are passionate about helping every person take a next step.
- We serve people where they are, and are always have a positive, "You Matter" mentality.

SCHEDULE

- Growth track takes place every weekend of the month (unless there is a 5th Sunday, which is an "off-week")
- Growth Track Administrators are responsible to show up 45 minutes prior to an event to connect with the Growth Track Host and ensure that the event is ready to execute.

TEAM RESPONSIBILITIES

- Pray for prospective guests daily.
- Attend Growth Track on every Sunday of every month (except for any month with a 5th Sunday)
- Ensure the successful set-up, execution, and completion of the Growth Track class by having all materials (videos, paperwork, labels, etc.), ready to go in the right amounts.
- Ensure proper attendance is taken in the correct database.
- Evaluate Growth Track and look for ways to improve, especially from an administrator's perspective.
- Ensure the guests of growth track are receiving proper communications post-event as far as their next step is concerned.

TEAM RESULTS

Growth Track is a success when the Administrator properly resources the event with all paperwork, videos, and anything else necessary for the execution of the event. When this happens, guests will know they matter to us and will hopefully take they next step with Jesus.

HOW TO JOIN THE TEAM

- Complete Growth Track.
- Complete DreamTeam Member Application.
- Complete DreamTeam Member Interview
- Join the team!