**DreamTeam On-Boarding Next Steps Teams**

**Team Members by Role**

**Last updated: August 2020**

*An important note: Rock doesn’t distinguish between teams on-boarding, so once the potential team member has completed that on-boarding step for ANY team, they have completed it for ALL teams.*

Helpful Notes:

* Groups = every population/assimilation of people in Rock is a group. Ex: small groups… DreamTeam… interns… etc
* Requirements in Rock: Someone needs x,y,z before being added to a group in Rock
* Soft Requirements: Rock will flag staff when trying to add someone without that requirement… but it will not stop you from adding them
* Hard Requirements: Rock will NOT let you add them without having that requirement.

Prayer Team

|  |  |  |  |
| --- | --- | --- | --- |
| ***What*** | ***Current requirement level*** | ***When/How Updated*** | ***Where*** |
| Complete GrowthTrack | Soft requirement (hard requirement as of Nov 1) | Weekly on Sunday | Check-in through Rock |
| Next Steps Team Application | Required | For Team use to help determine best time to serve and initiate on-boarding | <https://rock.cedarcreek.tv/page/918>  NSD receive by email when completed |
| Next Steps Interview | Soft requirement | Automatically updates profile when hit submit | Access on guests Rock profile in Actions |
| Complete Confidentiality Agreement | Hard requirement | Manually added to Rock within 24-28 hours after completion | <https://creekhelp.com/hr-links/confidentiality-form/> |
| Assign to Team | Required to check-in | NSD updates | In Rock |

First Impressions

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| --- | --- | --- | --- |
| ***What*** | ***Current requirement level*** | ***When/How Updated*** | ***Where*** |
| Complete GrowthTrack | Soft requirement (hard requirement as of Nov 1) | Weekly on Sunday | Check-in through Rock |
| Next Steps Team Application | Required | For Team use | <https://rock.cedarcreek.tv/page/918>  NSD receive by email when completed |
| Next Steps Interview | Soft requirement | Updates profile after hit submit | Access on guests Rock profile |
| Assign to Team | Required to check-in | NSD updates | In Rock |

Guest Services

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| --- | --- | --- | --- |
| ***What*** | ***Current requirement level*** | ***When/How Updated*** | ***Where*** |
| Complete GrowthTrack | Soft requirement (hard requirement as of Nov 1) | Weekly on Sunday | Check-in through Rock |
| Next Steps Team Application | Required | For Team use | <https://rock.cedarcreek.tv/page/918>  NSD receive by email when completed |
| Next Steps Interview | Soft requirement | Updates profile after hit submit | Access on guests Rock profile |
| Assign to Team | Required to check-in | NSD updates | In Rock |

Lobby Host

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| --- | --- | --- | --- |
| ***What*** | ***Current requirement level*** | ***When/How Updated*** | ***Where*** |
| Complete GrowthTrack | Soft requirement (hard requirement as of Nov 1) | Weekly on Sunday | Through Rock check-in |
| Next Steps Team Application | Required | For Team use | <https://rock.cedarcreek.tv/page/918>  NSD receive by email when completed |
| Next Steps Interview | Soft requirement | Updates profile after hit submit | Access on guest Rock profile |
| Assign to Team | Required to check-in | NSD updates | In Rock |

Baptism

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| --- | --- | --- | --- |
| ***What*** | ***Current requirement level*** | ***When/How Updated*** | ***Where*** |
| Complete GrowthTrack | Soft requirement (hard requirement as of Nov 1) | Weekly on Sunday | Through Rock check-in |
| Next Steps Team Application | Required | For Team use | <https://rock.cedarcreek.tv/page/918>  NSD receive by email when completed |
| Next Steps Interview | Soft requirement | Updates profile after hit submit | Access on guest Rock profile |
| Assign to Team | Required to check-in | NSD updates | In Rock |

GrowthTrack\*

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| --- | --- | --- | --- |
| ***What*** | ***Current requirement level*** | ***When/How Updated*** | ***Where*** |
| Complete GrowthTrack | Soft requirement (hard requirement as of Nov 1) | Weekly on Sunday | Through Rock check-in |
| Next Steps Team Application | Required | For Team use | <https://rock.cedarcreek.tv/page/918>  NSD receive by email when completed |
| Next Steps Interview | Soft requirement | Updates profile after hit submit | Access on Rock guest profile |
| Assign to Team | Required to check-in | NSD updates | In Rock |
| GT Host: Missional Membership | Soft requirement | Guest submits Membership Commitment Form within 6 months, automatically updates if all answers yes\* | CedarCreek.tv/membership |

LivingItOut

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| --- | --- | --- | --- |
| ***What*** | ***Current requirement level*** | ***When/How Updated*** | ***Where*** |
| Complete GrowthTrack | Soft requirement (hard requirement as of Nov 1) | Weekly on Sunday | Rock check-in |
| Next Steps Team Application | Required | For Team use | <https://rock.cedarcreek.tv/page/918>  NSD receive by email when completed |
| Next Steps Interview | Soft requirement | Updates profile after hit submit | Access on Rock profile |
| Complete Writing Sample | Soft requirement | LIO director adds attribute to profile | In Rock |
| Assign to Team | Required to check-in | NSD updates | In Rock |
| Missional Membership | Soft requirement | Team member submits Membership Commitment Form within 6 months, automatically updates if all answers yes\* | CedarCreek.tv/membership |

**GROUPS**

**Leaders (HUB leaders, Coaches and Group Leaders)**

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| --- | --- | --- | --- |
| ***What*** | ***Current requirement level*** | ***When/How Updated*** | ***Where*** |
| Complete GrowthTrack | Soft requirement (hard requirement as of Nov 1) | Weekly on Sunday | Through Rock check-in |
| Next Steps Team Application | Required | For Team use | <https://rock.cedarcreek.tv/page/918>  NSD receive by email when completed |
| Group Leader Training | Soft requirement (hard requirement as of Nov 1) | Weekly on Sunday |  |
| Group Leader Interview | Soft requirement (hard requirement as of Nov 1) | Updates profile when hit submit | Access on Rock profile |
| Group Registration | Required | NSD builds Groups when receive from leader | At CedarCreek.tv/Groups, Lead a Group |
| Group Leader Agreement | Hard requirement each semester | Automatic update to profile when submitted each semester | <https://rock.cedarcreek.tv/page/728> Link is provide when register their Group or by NSD as separate link; leader will need to log-in to Rock to complete |
| Assign to Team | Required to check-in | NSD updates | In Rock |
| Missional Membership | Soft requirement | Groups leader submits Membership Commitment Form within 6 months, automatically updates if all answers yes\* | CedarCreek.tv/membership |

**Pre-Marriage Mentors**

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| --- | --- | --- | --- |
| ***What*** | ***Current requirement level*** | ***When/How Updated*** | ***Where*** |
| Complete GrowthTrack | Soft requirement (hard requirement as of Nov 1) | Weekly on Sunday | Through Rock check-in |
| PMM Application | Required | For Team use | <https://cedarcreek.tv/wp-admin/admin-ajax.php?action=frm_forms_preview&form=odofd>  NSD receive by email when completed |
| Group Leader Training | Soft requirement (hard requirement as of Nov 1) | Weekly on Sunday | Through Rock check-in |
| Group PMM Leader Interview | Soft requirement (hard requirement as of Nov 1) | Updates profile when hit submit | Access on Rock profile |
| Group Leader Agreement | Hard requirement | Automatic update | <https://rock.cedarcreek.tv/page/728> Link is provide when register their Group or by NSD as separate link; leader will need to log-in to Rock to complete |
| Complete Confidentiality Agreement | Hard requirement |  | <https://creekhelp.com/hr-links/confidentiality-form/> |
| Complete SYMBIS | Hard requirement | Request link to SYMBIS to Ministries PM | Monthly report provided by Central Next Steps on SYMBIS completions and progress |
| Complete PMM Leader Training with Coach | Required | PMM Coach communicate to NSD when training completed | In person |
| Assign to Team | Required to check-in | NSD updates | In Rock |
| Missional Membership | Soft requirement | Groups leader submits Membership Commitment Form within 6 months, automatically updates if all answers yes\* | CedarCreek.tv/membership |

CELEBRATE RECOVERY

**TEAM: CAMPUS AND CENTRAL SUPPORT Roles**

|  |  |  |  |
| --- | --- | --- | --- |
| ***What*** | ***Current requirement level*** | ***When/How Updated*** | ***Where*** |
| Complete GrowthTrack | Soft requirement (hard requirement as of Nov 1) | Weekly on Sunday | Through Rock check-in |
| Next Steps Team Application | Required | For Team use | <https://rock.cedarcreek.tv/page/918>  NSD receive by email when completed |
| CR Interview | Hard requirement | Updates profile when hit submit | Access on Rock profile |
| Leadership Covenant | Required | Rock form | <https://rock.cedarcreek.tv/page/814>) |
| Assign to Team | Required to check-in | NSD updates | In Rock |
| Missional Membership | Soft requirement in Rock; CR has asked this to be a hard requirement for their team | Groups leader submits Membership Commitment Form within 6 months, automatically updates if all answers yes\* | CedarCreek.tv/membership |

**Not Currently tracking in Rock**

**CR OPEN SHARE GROUP LEADERS:**

* Minimum of 6 months attendance in CR
* Missional member OR regular attendee of CR (because TEAM members are there to oversee and provide support, an open share Group leader does not have to be a regular attendee of CedarCreek Church, it’s preferred but not required)
* Signed leadership covenant
* 12 months commitment, renewed in September
* 75% attendance at Friday night meetings, trainings and fellowship events
* 12 months minimum sobriety or clean time
* Attends an annual OSGL training
* Attends monthly leadership trainings
* Completed Growth Track

**Note on Membership:**

If a guest answers no to a question on Membership Commitment or Membership Renewal, the NSD will be alerted with an email and task in Rock to follow-up. Once any no is turned to yes, their profile is updated to reflect becoming a Missional Member.