

POSITION TITLE: Intern, Next Steps Ministry

INTERN NAME:

DATE:

DIRECT REPORT:

SENIOR DIRECTOR:

Position Responsibilities	Experiences/Trainings to Complete	Due Date
<ul style="list-style-type: none"> Attend All-Staff Meetings Attend Campus Staff Meetings Attend Next Steps Meetings Participate in on-boarding Complete Group Leader Training Participate or lead a Group for a DreamTeam Participate in DreamTeam Launch, DreamTeam Celebration, Leader Kickoffs, team meetings 	<ul style="list-style-type: none"> Continue to develop support system skills Develop weekly schedule Attend weekend service Develop skills using all church systems including Rock, PCO, Teams, etc. 	
<p>DREAMTEAM (recommended August - December)</p> <ul style="list-style-type: none"> Recruit, train, care for & develop the Next Steps DreamTeam of Baptism, Prayer, Guest Services, GrowthTrack Experience Facilities, Safety and Care DreamTeams 	<p><i>Participate as a team member and/or shadow as a team member for at least one service in each team and then:</i></p> <p>DreamTeam Huddle</p> <ul style="list-style-type: none"> Observe leaders during DreamTeam Huddle and discuss observations Co-lead a DreamTeam Huddle with the leader and process afterwards Lead DreamTeam Huddle while the expert observes and provides evaluation <p>GrowthTrack</p> <ul style="list-style-type: none"> Observe a leader in Vision Cast in GrowthTrack Week 4 for a team outside of GrowthTrack and discuss observations Co-lead Vision Cast in GrowthTrack Week 4 with the expert and process afterwards Lead Vision Cast while the expert observes and provides evaluation Observe and help execute either Saturday or Sunday of GrowthTrack for 1 month 	

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	<p>On-Boarding</p> <ul style="list-style-type: none"> – Observe an expert lead an on-boarding interview and discuss observations – Co-lead an interview with the expert and process afterwards – Lead an interview while the expert observes and provides evaluation – Participate in and then own a part of the training of a new DreamTeam member on one of the teams – Become owner of the Next Steps On-Boarding process for 2-3 teams including knowledge of the Team Guides and role-specific training along with insuring these are implemented <p>Connections</p> <ul style="list-style-type: none"> – Create a goal of meeting new people to meet every weekend with a follow-up plan – Create a weekly care goal (text/thank you note/coffee date, etc.) plan for DreamTeam – Create meaningful connections with team members and follow-up <p>Other</p> <ul style="list-style-type: none"> – Become competent in weekend prep – Observe and help execute a DreamTeam Leader Gathering and/or Team meeting with a department – Participate in baptism with Baptism team each first weekend of the fall <p><i>May also consider serving alongside each of the teams (baptism, prayer, Guest Services, GrowthTrack) for a 1-month rotation in each area including steps of read Team Guide, participate in huddle for that team, serve alongside team members then by week 4 lead a portion of huddle for that team.</i></p>	
<p>FIRST IMPRESSIONS (recommended January – May)</p> <ul style="list-style-type: none"> – Ushers, Greeters, Hospitality, Parking, Guest Services, Sparkle Team 	<p>Vision Cast</p> <ul style="list-style-type: none"> – Observe a leader Vision Cast in GrowthTrack Week 4 for First Impressions and discuss observations – Co-lead Vision Cast in GrowthTrack Week 4 with the expert and process afterwards – Lead Vision Cast while the expert observes and provides evaluation 	

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	On-Boarding <ul style="list-style-type: none"> – Observe an expert lead an on-boarding interview and discuss observations – Co-lead an interview with the expert and process afterwards – Lead an interview while the expert observes and provides evaluation – Participate in and then own a part of the training of a new DreamTeam member on one of the teams for 1 month – Participate in on-boarding of First Impressions team and review guide – Become owner of the Next Steps On-Boarding process for First Impressions including the First Impressions Team Guides and role-specific training along with insuring these are implemented for 1 month Huddle <ul style="list-style-type: none"> – Serve alongside team members to observe leaders during huddle and discuss afterwards – Once have served for 1 month with team, co-lead a huddle with the leader and process afterwards – Lead huddle several times while the expert observes and provides evaluation Connections <ul style="list-style-type: none"> – Create a weekly care goal (text/thank you note/coffee date, etc.) plan for DreamTeam – Create a goal of meeting new people as part of First Impressions with a follow-up plan to offer next steps Other <ul style="list-style-type: none"> – Become competent in weekend prep – Observe and help execute a Team meeting with First Impressions 	
CARE	<ul style="list-style-type: none"> – Participate in a hospital visit – Participate in community care process for a guest – Encourage Group life for DreamTeam members and consider leading and/or joining a Group from a team 	

CEDAR CREEK CHURCH		
Provide support to projects and events	– Attend meetings where special events are planned and complete any given responsibilities	DEVELOPMENT PLAN

- In each area, gain a full understanding of spiritual leadership responsibilities and execute per your direct report's guidance:
- Recruitment, training, care and development of the Next Steps DreamTeam
 - Engagement in weekend prep
 - Scheduling teams
 - Inventory counts
 - Supply orders
 - Making meaningful connections with guests
 - Developing skills for relational ministry – being equipped as part of the team, as well as then equipping as a leader of the team