

POSITION TITLE: Intern, Next Steps - Groups

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 Central Next Steps Staff Meetings Attend Next Steps - Groups Meetings Attend Ministries Team Meeting 1-1 Meeting with Direct Report Participate in Onboarding Participate in all aspects of Groups Participate in all aspects of LIO Lead a Group using LIO as foundation 	<ul style="list-style-type: none"> Develop weekly schedule Attend weekend service Develop skills using all church systems including Rock, PCO, Teams, etc. 	
<p>Content Development // LivingItOut</p> <ul style="list-style-type: none"> Experience all aspects of the LIO team from recruiting and caring for team, to content development, as well as utilizing it as a resource for group discussion to understand the role it plays in helping people take steps on the spiritual journey. 	<ul style="list-style-type: none"> Participate in all roles of LIO: proofer, editor, writer. Attend pre-record. Write message discussion questions. Develop outline for writers. Communicate with weekly writing team. Format & prepare LIO for delivery. Observe podcast recording. Prepare podcast content. Act as podcast host. Recruit, equip and care for new LIO team members. Assist with onboarding new LIO team members. Assist with developing & executing semesterly meetings for the LIO team. Handle all aspects of LIO for two series (alongside director) Help develop content to assist guests in taking a next step. Assist with special content projects as needed. 	

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Groups <ul style="list-style-type: none">– Experience all aspects of groups to fully understand the role they play in finding freedom within the spiritual journey.	<ul style="list-style-type: none">– Participate in Group Leader Training.– Participate in Coach Training.– Assist in preparation & participate in Groups Kickoff– Participate in all aspects of onboarding a new group leader.– Participate in a Hub Leader Meeting.– Participate in a Second Saturday Serve each semester.– Participate in 1-1 meetings with Groups Directors.– Lead a group using LIO as foundation (fall semester).– Be a Groups Coach (spring semester).– Complete a campus visit per month.– Assist with preparing groups calendars for upcoming semesters.– Assist in all aspects of a Hub Event.	