

**POSITION TITLE: Intern, Next Steps**

**DEPARTMENT: Campuses**

**REPORTS TO: Next Steps Director**

**HRS PER WEEK: 25**

### POSITION SUMMARY

The Next Steps Intern is a campus' steward of our mission to introduce people to Jesus and the life-changing adventure with him. Their primary focus is gaining comprehensive leadership experience in a Next Steps ministry role, while engaging in ministry elements that best fit their giftings.

### POSITION RESPONSIBILITIES:

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- Attend All-Staff Meetings
- Attend Campus Staff Meetings
- Attend Next Steps Team Meetings
- Gain a full understanding of these leadership responsibilities and execute per your direct report's guidance:
  - Recruit, train, care for and develop the Next Steps DreamTeams (First Impressions, Prayer, Baptism, etc.)
  - Create meaningful connections with guests and leaders
  - Weekend experiences including baptism, GrowthTrack, DreamTeam Leader Gatherings, team meetings, and trainings
  - Help ensure DreamTeam handbooks/guides are read, understood and implemented throughout the ministry.
  - Insure understanding of how systems like Planning Center and Rock support Next Steps and relationships
  - Provide support for Next Steps DreamTeam projects and events
  - Complete all requirements of the Internship Program
  - Complete any additional requirements assigned by the Campus Pastor, Direct Report, or Internship Director

### POSITION REQUIREMENTS:

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- Being a Missional Member in good standing at CedarCreek Church
- Attendance at a weekend service and in a Group with a DreamTeam
- Modeling and championing the Mission, Vision, and Core Values of CedarCreek Church
- Obeying the CedarCreek Church Staff 10 Points of Accountability
- Championing the 5 Agreements of CedarCreek Church
- Passionate for spiritual growth and leadership development

- Developing in public speaking/communicating abilities
- Any additional requirements set by the Direct Report, Executive Director, and/or Elders

## MEASUREMENTS:

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The position will be evaluated by the following quantifiable measurements:

- Number and quality of leaders recruited and developed
- Number of adults completing GrowthTrack and joining a DreamTeam
- Any identified Internship Program requirements

## ACCOUNTABILITIES:

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The position will also be held accountable for the following:

- Ensuring that Church, Campus, and Ministry values are upheld personally and among volunteers
- Maintaining good fiscal responsibility, stewarding resources with excellence
- Maintaining unity across all Campuses and Ministry Areas
- Maintaining a positive mental attitude regarding the Church and its leaders, Ministry Services, and in the presence of guests, volunteers, and staff at all times

## DISCLAIMER

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Nothing in this job description restricts the right of the Position's Direct Report to assign or reassign duties and responsibilities to this job at any time. This is an at-will position and can be terminated at any time.

ADA List for Physical Activities and Requirements, Visual Acuity, and Working Conditions of the Position:

- **Climbing.** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. **This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.**
- **Balancing.** Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. **This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.**
- **Stooping.** Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.

- **Kneeling.** Bending legs at knee to come to a rest on knee or knees.
- **Crouching.** Bending the body downward and forward by bending leg and spine.
- **Crawling.** Moving about on hands and knees or hands and feet.
- **Reaching.** Extending hand(s) and arm(s) in any direction.
- **Standing.** Particularly for sustained periods of time.
- **Walking.** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- **Pushing.** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- **Pulling.** Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- **Lifting.** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Fingering.** Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping.** Applying pressure to an object with the fingers and palm.
- **Feeling.** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Talking.** Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Hearing.** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- **Repetitive motion.** Substantial movements (motions) of the wrists, hands, and/or fingers.

#### Physical requirements of this position.

- **Light work.** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

#### The visual acuity requirements including color, depth perception, and field vision.

- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines

(including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.

The conditions the worker will be subject to in this position.

- None. The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)