

CEDARCREEKCHURCH

Position Title: Senior Director of Next Steps
Reports to: Executive Director of Ministries
Average Hours per Week: 40

Department: Central Support
CS Team: Ministries
Salary/Hourly: Salary

Position Summary:

The Senior Director of Next Steps is responsible for future thinking and strategizing regarding adult next steps at CedarCreek Church. They participate in conversations regarding the creation and alignment of ministry vision for the weekend message and at Leadership Team level, and translate that to adults. They cooperate cross departmentally to solve problems. They regularly equip and support Campus Next Steps Directors with the vision, systems and strategies related to next steps.

Position Responsibilities:

- Develop relationships with next steps experts outside of CedarCreek and continually learn current next step best practices.
- Management Team Participation – Represent a CedarCreek Next Steps perspective in Management Team conversations.
- Ministries Team Participation – Represent a CedarCreek Next Steps perspective in Ministries Team conversations.
- Next Steps Team Leadership:
 - Align vision and create strategies (curriculum, communication tools, events, etc.) used to help adults take their next steps at CedarCreek. This includes (but is not limited to): baptism, Groups, GrowthTrack, DreamTeam, HUB events, DreamTeam events, LIO daily study, etc.
 - Cooperate with Campus Pastors to interview candidates for open CedarCreek Next Steps Director positions and provide coaching to help current CedarCreek Next Steps Directors take their next steps professionally.
 - Cooperate with the Internship Director to interview and place interns in Next Steps, and then provide coaching to help those Interns take their next steps professionally.
 - Provide oversight of the CedarCreek Next Steps general and designated budgets
- Any additional responsibilities set by the Executive Director of Ministries

Position Requirements:

- Being a tithing, Missional Member in good standing at CedarCreek Church
- Championing the 5 Agreements of CedarCreek Church
- Attendance at a weekend service and in an adult Group
- Modeling and championing the Mission, Vision and Core Values of CedarCreek Church
- Honoring the CedarCreek Church Staff 10 Points of Accountability
- Any additional requirements set by the Direct Report, Executive Director, and/or Elders

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Measurements:

The Position will be evaluated by the following quantifiable measurements:

- **All Dashboard metrics**
- **Next Steps budget stewardship**

Accountabilities:

The Position will also 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 within the CedarCreek Next Steps Department, 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, staff and volunteers at all times.

ADA CHECKLIST FOR PHYSICAL ACTIVITIES & REQUIREMENTS, VISUAL ACUITY, AND WORKING CONDITIONS OF THE POSITION

1. The physical activity of this position.

- 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.
- 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.

2. The 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.

3. 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.

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

- The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level.

Disclaimer:

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.

_____/_____/_____
Position's Signature Date

_____/_____/_____
Direct Report Position's Signature Date

_____/_____/_____
Executive Director's Signature Date

cc.
Direct Report
Executive Director
HR/Employee File

9-11-18