**Student Director Benchmarks**

**Developed: Summer/Fall 2020**

1 month (30 days)

* Participate in on-boarding for area
* Participate in weekly meetings
* Shadow staff and leaders on weekend and begin building relationships
* Beginning to identify gaps
* Understand spiritual journey
* Understand safety procedures
* Know Campus Budget

3 months (90 days)

* Completed on-boarding for area
* participate in weekly meetings
* building relationships with current leaders
* identify needs or gaps
* offering new perspective and questions - asking why, who, how
* Identifying who could do more
* Understanding of database and church systems
* Understand and utilize lines of communication

6 months

* Focus is relationships and leader development
* Administrative tasks identified and delegated
* Continuing to identify roles to fill
* Full understanding of vision, values and strategies and how they work together including understand strategic rhythms and impact on their role - Groups, GrowthTrack, DreamTeam
* Placed a certain number of leaders in new roles (recommend 3-5 at minimum)
* Any final detail database and systems understanding in place

9 months

* Rockin' and rollin'

Ongoing

Weekly:

* New Student Follow-Up Cards
* Scheduling DreamTeam on PCO
* Communicating to DreamTeam pertinent Info
* Leader One-on-Ones
* Follow-up on scholarship requests
* Follow-up with connections on Rock

Monthly:

* Birthday Report/Cards
* DreamTeam Gathering
* Growth Track Week 4

As Needed:

* Report Neglect & Abuse
  + Know where to find standards/policies/procedures on Creekhelp
* Attend Student Events
* Track Student Budget / PEA

**Important Metrics used for Evaluation:**

1. Create a thoughtful pre-service, during service, and post- service environment for all events and worship environments.
2. Have Group leaders recruited and placed so that each group has at least two leaders
3. Lead DreamTeam training in concurrence with Campus DT gatherings
4. Meet with at least three DreamTeam members per month
5. Respond to emails within 48 hours of being in the office
6. Recruit and train a net of at least six large-group DreamTeam members
7. Lead a Student Leadership Group during Groups semester
8. Write at least eight encouraging notes to DreamTeam members per month
9. Come prepared with ideas for all Programming meetings
10. Lead a Pre-Huddle before every Student Night
11. Have a meaningful connection to a school
12. Respond to phone calls within 24 hours.
13. Actively engage with new families (i.e. knows how many new students have attended, followed up with each student, know how many students have come back a second time)

**Student Team Systems and Purpose:**

Dropbox:

Download from inbox ProPresenter packages, slides, etc

Rock:  
Check-in at Student Events

DreamTeam (Guest Service & Group Leader) Assignments  
Attendance verification/tracking  
Connections

Entering new students

Entering care notes

Benevolence (Scholarship) requests/process  
Sending emails (templates)  
Adding, deleting Groups and assigning Coach Groups  
Updating rosters

Running Birthday Reports

Planning Center:  
Program plans for MS/HS events

Creating a template

Pulling in a campus to schedule (if not present to schedule)  
Scheduling DreamTeam for Student events/DT gatherings/trainings

ProPresenter:  
Video and slide package for use at the campus for Student events/DT gatherings/trainings

Teamwork:  
Notebook for weekly meeting notes and updates leading up to weekend

Can use for own organizing of tasks

Submitting Slide Requests

Slack:  
Chat for any immediate weekend questions or support

CreekHelp:  
GrowthTrack Week 4 roles and responsibilities  
Student Guidelines and Job descriptions  
Connections flow chart (ministry services)  
CreekHelp tickets for tech support  
Order forms for Student supplies

Spotify:  
Each Student director has a login to use at events at campus

RightNow Media:  
Referral to all Group leaders leading Bible study groups or for individuals with felt need(s)

10.24.20