**Student Director Benchmarks**

**Developed: Summer/Fall 2018**

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

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

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

Monthly:

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

As Needed:

* Report Neglect & Abuse
  + Know where to find standards/policies/procedures on Creekhelp

**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  
Contacts

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  
Contacts 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)

Campus Student Director Schedule “Template”

Monday- 8 Hours

* Student Team Meeting: 9-2pm
* Fusion Camp Prep: 2-230pm
* School/Student/Leader Engagement/Presence: 3-5pm\*
  + i.e.- Coaching/Volunteering/Clubs/Leader Connection/etc.

Tuesday- 7 Hours

* Lesson Prep: 10-12pm
* Leader Engagement (Lunch/Coffee): 12-1pm
* Admin Work (Scheduling/PCO/TW/FC/etc.): 1-3pm
* School/Student/Leader Engagement: 3-5pm (or later in evening)

Wednesday- 12 Hours

* Prep for Campus Staff Meeting: 930-10am
* Campus Staff Meeting: 10-12pm
* Misc. Campus Work: 12-5pm
  + Possible School/Student Engagement: 3-5pm
* Middle School Nights (Prep/Exec/Reset): 5-9pm
* Leader Engagement: 9-930pm

Thursday- 3-4 Hours

* White Space as needed
  + Follow-up from Wednesday Night (Parents/Students/Leaders)
  + Misc Admin work (WR/FC Registrations/Scholarships, Scheduling, Onboarding)
  + Prep for Weekend
  + Possible School/Student/Leader Engagement

Friday- Off

Saturday- 3 Hours

* Church at Campus: 4-7pm

Sunday- 8 Hours

* Church at Campus: 8-2pm
* HS Groups: 2-4pm (w/ Reset)

\*6-8 Hours of “Go Where They Are”