

**POSITION TITLE:** Director of Next Steps - Groups

**CAMPUS**

**REPORTS TO:** Campus Pastor

**HOURLY** (salary if pastoral)

**HRS PER WEEK:** 40

### POSITION SUMMARY

The Next Steps Director of Groups is responsible for directing and coordinating efforts to ensure all people at their campus have the opportunity to engage in Groups. This includes recruiting, developing and equipping people to lead in a variety of levels and roles within their purpose and giftings in the Groups structure as well as recruiting, equipping and developing new and competent leaders. Specific opportunities include Group HUB Leader, Coaches and Group leaders and the variety of on-boarding, training and on-going equipping, along with HUB event planning and support. Responsible for pastoral care at the campus.

### POSITION RESPONSIBILITIES:

---

- Develop, implement and oversee infrastructure and strategies for ongoing equipping and growth of Groups team, including the weekend as primary place to connect guests to Groups.
- Recruit, interview, train and mentor leaders, and recruit and equip hosts of monthly group leader training (every 4th weekend and 3x a month during groups kick-off).
- Coordinate all communication from CedarCreek to Groups leaders.
- Coordinate semester Groups Kick-Off with HUB leaders.
- Ensure all supplies are ordered for campus launch and on-going Groups needs.
- Coordinate with leaders the on-boarding requirements for Group leadership and encourage people to commit to CedarCreek Missional Membership. Organize Missional Membership event 2x per year for Groups leaders. Interview and communicate with anyone who has completed their Missional Membership.
- Provide pastoral leadership overall for campus as well as for Groups leaders and members as needed; plan regular meetings and coordinate celebrations of team accomplishments.
- Oversee accuracy of campus metrics and information tracking of Groups.
- Oversee and manage small groups' data administration in Rock and Next Steps Survey.
- Resource all teams with necessary scheduling, communication & leadership tools to include Groups directory, database, website or any other means.
- Oversee Groups visits throughout semester, equipping HUB leader and coaches.

- Assist and coordinate for campus the planning, organization and coordination of HUB events including Stage 1 All-Call local outreach including but not limited to, Second Saturdays, Serve Day, Marriage Event, etc. (as applicable)
- Serve as campus point of contact for local outreach requests specific to campus.
- Attend GrowthTrack as needed to cast vision for Groups.
- Oversees administration, coordination and day-to-day of pastoral care at the campus.

#### Other Duties and Responsibilities:

- Participate in Next Steps team meeting with Central Support as scheduled.
- Participate in weekly campus team meeting.
- Participate in weekly one-on-one meeting with Campus Pastor, direct report.
- Maintain Groups budgets for campus.
- Execute necessary systems to provide monthly defined measurables.
- Lead, coordinate and manage all pastoral needs as directed.
- Oversee all related tasks with missional membership renewal for Groups leaders.
- Follow administrative procedures and manage Next Steps Groups paperwork for reporting purposes.

#### Pastoral Responsibilities:

- Lead pastoral care needs of the campus to help meet needs, financial assistance requests, wedding requests, baptism, communion, etc.
- Be available as needed to assist in crisis situations, hospital visits, funerals, and/or weddings.
- Under the direction of the Campus Pastor, set an example by attending Saturday prayer in auditorium and all church events.
- Under the direction of the Campus Pastor, lead, manage, or assist in development of campus interns if applicable.

#### POSITION REQUIREMENTS:

- Ability to build relationships in order to assess, advise and direct a person's appropriate next steps.
- Ability to recruit, lead and equip leaders to lead successful teams and lead groups.
- Be a tithing, Missional Member in good standing at CedarCreek Church.
- Champion the 5 Agreements of CedarCreek Church.
- Attendance at all weekend services, and lead at least 1 group per semester

- Model and champion with enthusiasm the Mission, Vision and Core Values of CedarCreek Church.
- Honor the CedarCreek Church Staff 10 Points of Accountability.

## MEASUREMENTS:

---

The Position will be evaluated by the quantifiable measurements as captured in the overall ministry dashboard that reflects Groups and the specific measurables of Groups Teams as captured in the Next Steps dashboard.

- Baptisms –monthly number coming out of Groups
- Groups Leadership positions filled by semester
- Total number of Groups by semester
- Total number of people in Groups by semester
- Number of people in Group leader training each month

## ACCOUNTABILITIES:

---

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 with the NextSteps Team, across all Campuses and Ministry Areas
- Maintaining a positive mental attitude regarding the Church and its leaders, and next steps in the presence of guests, staff and volunteers at all times.

## DISCLAIMER

---

Nothing in this job description restricts the right of the Position's Supervisor 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:

- **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.

#### 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.

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