

POSITION TITLE: Director of Next Steps DreamTeam

REPORTS TO: Campus Pastor

HOURLY (Salary if Pastoral)

HRS PER WEEK: 40

Pastoral Status Not Required

*Please note this Next Steps Director of DreamTeam job description is the compliment to the full-time Next Steps Director of Groups job description with pastoral care.

POSITION SUMMARY

The Next Steps Director DreamTeam is responsible for directing and coordinating efforts to ensure all people at their campus have the opportunity to engage in taking next steps through the DreamTeam. This includes recruiting, developing and equipping people to lead in a variety of levels and roles within their purpose and giftings on several key teams as well as recruiting, equipping and developing new and competent leaders. Specific opportunities include Coordinators, Coaches and Team Leaders and the variety of on-boarding, training and on-going equipping, along with DreamTeam events planning and support.

POSITION RESPONSIBILITIES:

- Build infrastructure as well as implement and oversee values and strategies for on-going equipping and growth of DreamTeam at campus.
- Resource and support Worship, Production, Kids, and Students departments.
- Oversee specific weekend serving teams (outside of CedarCreek Kids and Students, and Arts) including Baptism, First Impressions (includes Brew Crew, Ushers, Greeters, Parking Lot, Cleaning/Sparkle), GrowthTrack, Guest Services, Lobby Hosts and Facilities (where applicable), Prayer, and Safety.
- Recruit, equip, develop and train Coordinators, Coaches and Team Leads.
- Lead connections from weekend.
- Ensure all related tasks for the following DreamTeams:
 - Baptism – Host and run baptisms at the campus, including administrative tasks associated with baptism.
 - First Impressions (Brew Crew, Ushers, Greeters, Parking Lot, Cleaning/Sparkle) – Uphold GUEST values for an overall excellent First Impression for all guests including overall facility appearance.
 - Growth Track – Ensure all GrowthTrack events are equipped, resourced, and led with excellence and that participants receive their clear next step. Utilize

- resources received from Central Support to ensure that GrowthTrack participants are engaging in their next step; insure administrative follow-up.
- o Guest Services – Maintaining Guest Services as the one stop shop where team members make a connection first and provide information on a next step.
 - o Lobby Hosts – Oversee the process of connecting with guests in the lobby.
 - o Facilities – Maintain facilities in a way that enables excellence and great guest care.
 - o Prayer – Offer on-going support and guidance of the gift of intercession including the guest experience both on the weekend and during the week.
 - o Safety – Provide weekend support to the technical and specialized needs of the Safety Team.
 - o Care – Hospital visits, financial applications and other pastoral needs of guests and the campus overall.
- Equip huddles and resource team leaders for post Step 4 on-boarding and continuing training by team.
 - Provide pastoral leadership for DreamTeam members at campus; facilitate regular meetings with leaders; plan and coordinate celebrations of team accomplishments.
 - Direct efforts for Dream Team Launch and Celebration, Leader Gatherings and team meetings.
 - Coordinate and encourage people to commit to CedarCreek Missional Membership by organizing Missional Membership event 2x per year. Interview and communicate with anyone who has completed their Missional Membership.
 - Oversee accuracy of campus metrics and information tracking of next steps.
 - Resource all teams with necessary scheduling, communication & leadership tools to include Planning Center, Rock database, website or any other means.

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.
- Ensure all Next Steps supplies are ordered, received and available as needed.
- Maintain Next Steps (GrowthTrack and DreamTeam) budgets for campus.
- Execute necessary systems to provide monthly defined measurables.
- Oversee all related tasks and activities for 21 Days of Prayer (August and January).
- Oversee all related tasks with missional membership renewal for teams oversee.
- Follow administrative procedures and manage Next Steps paperwork for reporting purposes.
- Clearly communicate verbally and in writing on an individual basis, in small group settings, and in large group setting. This relates specifically to communicating vision and may extend to other teaching and communication avenues.

Pastoral Responsibilities:

- Lead pastoral care needs of the campus outside of DreamTeam.
- 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 huddles 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. Being a tithing Missional Member in good standing at CedarCreek Church
- Attendance at a weekend service and in a Group or on the DreamTeam
- Modeling and championing the Mission, Vision, and Core Values of CedarCreek Church
- Honoring 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 DreamTeam and the specific measurables of DreamTeam as captured in the Next Steps dashboard. (For example, GrowthTrack - # completed GrowthTrack and tracking of variety of next steps out of GrowthTrack, total number serving by service, # of leaders, retention of team members, etc. and other data as deemed applicable by direct report.

Other benchmark measurements that will be tracked and are impacted by the Next Steps Director:

- Baptisms – monthly number and experience (tubs are set-up, supplies are in place, etc.)
- Membership – total number; during renewal season, total number renew and non-renew and communication about renewal to current members

ACCOUNTABILITIES:

The position will also be held accountable for the following:

- Ensuring that Staff, Church, Campus, and Ministry values are upheld personally and among the DreamTeam
- Maintaining good fiscal responsibility, stewarding resources with excellence
- Maintaining unity within all Departments, Campuses, and Ministry Areas
- Maintaining a positive mental attitude regarding the Church and its Leadership and Ministry Services in the presence of Guests, DreamTeam Members, and Staff at all times

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.

ADA List for Physical Activities and Requirements, Visual Acuity, and Working Conditions of the 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.
- **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.
- **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 worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services, general laborer, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.).

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.
- The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dust, mists, gases, or poor ventilation.