

**TITLE:** Director of Groups, Outreach & DreamTeam

**CAMPUS TEAM**

**REPORTS TO:** Campus Pastor

**SALARY:** 40 hours per week

## POSITION SUMMARY

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The Director of Groups, Outreach, and DreamTeam is responsible for directing and coordinating efforts to ensure all adults at their campus have the opportunity to engage in taking next steps. This includes but is not limited to recruiting, developing and equipping people to lead in a variety of levels and roles within their purpose and giftings. Specific next step opportunities include Baptism, GrowthTrack, Groups, Outreach, and DreamTeam (outside of CedarCreek Kids and CedarCreek Students).

## POSITION RESPONSIBILITIES

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- Baptism – Lead and equip Baptism Coordinator and team members to host and run all baptism events at the campus, including administrative tasks associated with baptism.
- 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; ensure administrative follow-up.
- Groups – Develop, implement and oversee infrastructure and ongoing equipping of Groups team, specifically Coordinators for each HUB. 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).
- Facilities – Recruit and develop a facilities coordinator who will build a team to handle any facilities related projects with the assistance of the Senior Director of Facilities.
- Outreach – Recruit and develop an Outreach Coordinator. Work with the Outreach Coordinator to implement campus outreach strategies through local school partnerships, All Calls (i.e., Second Saturdays, Serve Day, and Back to School and Christmas Shoeboxes), and Groups.
- DreamTeams – Oversee weekend serving teams outside of CedarCreek Kids and Students, and Arts. Recruit and develop Coordinators and team leaders, equip huddles and resource team leaders for post Step 4 continuing training; provide pastoral leadership for DreamTeam members at campus; assist Campus Pastor with DreamTeam meeting rhythms, facilitating regular meetings with Coordinators. Oversee accuracy of campus metrics and information tracking. Resource all teams with necessary scheduling, communication & leadership tools to include Planning Center, Groups directory, database, website, app, or any other means.

### Other Duties and Responsibilities:

- Participate in weekly team meetings with Central Support.
- Participate in weekly campus team meeting.
- Participate in weekly one-on-one meeting with Campus Pastor, supervisor.
- Ensure all supplies relative to Groups, Outreach, and DreamTeam are ordered, received, and available as needed. Maintain Groups, Outreach, 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).
- Follow administrative procedures and manage paperwork for reporting purposes.

### Pastoral Responsibilities:

- Lead and assist with pastoral care needs of the campus including groups to help meet needs and financial assistance requests.
- Be available as needed to assist in crisis situations, hospital visits, funerals, and/or weddings.
- Under the direction of the Campus Pastor, lead, manage, or assist in development of campus interns if applicable.

### **MEASUREMENTS**

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The position will be evaluated by the following quantifiable measurements:

- All dashboard measurables and campus goals per semester.

### **TYPICAL WORKWEEK SCHEDULE**

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The position will operate on the general schedule listed below but is subject to change based on addition of events, holiday schedules, or supervisor discretion.

- Monday- Thursday: 9-4:30
- Friday: Off
- Saturday: 10-1:30
- Sunday: 7-1:30
- On call for Facilities

### **ACCOUNTABILITIES**

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The position will also be held accountable for the following:

- Being a tithing contributor 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

### **DISCLAIMER**

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The measurements and responsibilities of this role may evolve over time to meet changing organizational needs. Accordingly, the Supervisor may assign or reassign duties and responsibilities to the employee as needed. This position is classified as at-will, meaning either the employee or the organization may terminate the employment relationship at any time, with or without cause or notice.

CedarCreek Church is committed to providing reasonable accommodations for qualified individuals with disabilities in our hiring process and throughout employment, in accordance with the Americans with Disabilities Act (ADA). If you require assistance or accommodation due to a disability during the application or interview process, please contact [HRCoordinator@CedarCreek.tv](mailto:HRCoordinator@CedarCreek.tv).