

Director of Next Steps Position Description Grace Church

REPORTS TO: Executive Pastor (Senior Pastor until role is filled)

The position of Director of Next Steps requires the employee to perform essential ministerial functions as part of their employment. These include—but are not limited to—leading or participating in staff devotions and prayer, sharing the Gospel with visitors or others when called upon to do so, teaching biblical principles verbally or in writing, and providing pastoral guidance. The employee will be required to live on and off duty in accordance with the ministry’s Statement of Faith, code of conduct, and general beliefs.

PURPOSE OF MINISTRY: The Director of Next Steps provides directional leadership for Spiritual Formation, Grace Groups, Evangelism, Global Missions, Local Outreach, and Follow Up, ensuring these ministries work together to help people move from attending → belonging → growing → living on mission. This role integrates vision, shepherding, and systems to champion a unified discipleship pathway that supports the mission, values, and strategy of Grace Church.

POSITION DESCRIPTION

- Champion and build systems to support a unified discipleship pathway for Grace Church, helping every person take their next step in spiritual growth from attending → belonging → growing → living on mission.
- Provide overall direction, coaching, and development for Next Steps ministry areas: Spiritual Formation, Grace Groups, Evangelism, Global Missions, Local Outreach, and Follow Up.
- Provide leadership and oversight of Grace Groups (strategy, curriculum, pathway, leader development, and health).
- Oversee Spiritual Formation environments, ensuring content aligns with church doctrine, vision, and adult-learning principles (Electives, Specialty Groups, Starting Point, Start Serving, etc.).
- Lead missions and outreach strategies that mobilize the church to serve locally and globally.
- Equip the church for evangelism through relational, practical, and biblical training.
- Evaluate ministry effectiveness through goals, metrics, and systems that measure spiritual impact and engagement.
- Work cross-departmentally with the Weekend Experience, Teaching, and Communications teams to integrate Next Steps into services and events.
- Develop and maintain volunteer pipelines and leadership multiplication across all Next Steps environments.

- Provide leadership and coaching to staff and volunteer leaders within all supervised ministry areas.
- Carry out any pastoral responsibilities as needed.
- Additional responsibilities as assigned.

Administration

- Oversee guest and Next Steps follow-up systems to ensure timely and effective engagement.
- Maintain clear reporting structures and ministry dashboards to track spiritual engagement and pathway movement.
- Collaborate with the Communications team to ensure clear next step pathways are communicated online, on campus, and in weekend services.
- Partner with the Operations team in annual budgeting and resource planning for all Next Steps ministry areas.
- Ensure ministry systems and databases are updated, accurate, and utilized effectively.

SPIRITUAL RESPONSIBILITIES

- Demonstrates a consistent and devoted walk with the Lord.
- Supports the mission, values, vision, and strategy of Grace Church.
- Models emotional and relational health, integrity, humility, and servant leadership.
- Exhibits a shepherd's heart with a commitment to prayer, discernment, and the spiritual growth of others.

TIME COMMITMENT

- This is a full-time, salaried, benefited position.

ETERNAL SIGNIFICANCE

- To develop fully devoted followers of Christ by helping every person take their next step in spiritual growth, community, and mission.