



JOB DESCRIPTION

DIRECTOR OF OPERATIONS – CROSSPOINT CENTRAL

Position Title:	Director of Operations
	Full-Time, Exempt
Date:	August 2025
Supervisor:	Crosspoint Lead Pastor
Purpose:	Oversee all areas of the church's operations to ensure we are the most efficient and effective we can be in the areas of finance, information technology, database management, stewardship, and facility management.

PRIMARY DUTIES:

OPERATIONS

Develops and implements operational strategies that support the mission and vision of the church.

1. Ensures compliance with Crosspoint's governing documents, policies, standards and best practices.
2. Establishes, administers and periodically reviews contracts, leases and other agreements to ensure validity and effective relationship with third parties and compliance with all laws and regulations.

FINANCE

3. Develops and constantly reviews our financial strategy and strength based on financial forecasting and budget reports.
4. Develops Crosspoint's annual budget by working with the Lead Pastor, Executive Pastor of Ministries, Director of Human Resources, Senior Staff Accountant, Finance Committee, and Directional Leadership Team.
5. Provides oversight and direction of the church's financial affairs.

STEWARDSHIP

6. Develops and oversees a stewardship plan for each year.
7. Develops an active Legacy Giving Committee and leads them to institute an effective program for informing and encouraging the congregation to consider giving a legacy gift to the church.

FACILITIES

8. Develops procedures and guidelines for the use of church property and oversees compliance with these procedures and guidelines
9. Develops an overall church facility standard - including a design and approval process.
10. Ensures compliance with safety and regulatory requirements
11. Ensures the church property and plant components are appropriately acquired, constructed, insured, and maintained.
12. Oversees and assists Campus Facility Teams with maintenance projects, repair projects, renovations, and capital projects to ensure adherence to church standards and financial stewardship.

INFORMATION TECHNOLOGY AND SYSTEMS

13. Sets policies and guidelines for use of all church-owned computer and technical equipment.
14. Oversees our database management system processes and maintenance.
15. Provide oversight and direction for information technology systems and supervision of contracted IT personnel.

OTHER:

16. Leads a team consisting of: Crosspoint Academy Director, Senior Staff Accountant, Database Manager, Receivables Coordinator, Administrative Assistant to Finance, and a part-time Administrative Assistant.
17. Oversees and serves on the Boards of the Crosspoint Academies and the Counseling Center to establish best business practices and approve salaries to be passed by the Personnel Committee.
18. Serves as the staff representative to the Finance Committee and Board of Trustees.
19. Serves as a member of the Directional Leadership Team.
20. Carry out additional duties as directed by the Crosspoint Lead Pastor.

SKILLS DESIRED:

1. Commitment to Crosspoint's vision: "People connecting people to Christ and their unique role in God's mission"
2. A dedicated disciple of Jesus
3. Ministry-minded and relationship-focused
4. Possesses good written and verbal communication skills
5. A self-starter who can multitask and prioritize
6. Excellent relational skills
7. Ability to lead, coach, and develop staff, and build a cohesive team
8. Has a thorough understanding of basic accounting principles
9. Understands facilities operation and management
10. Possess basic knowledge of legal issues related to the church
11. 7+ years of related experience

PHYSICAL ACTIVITIES AND WORK ENVIRONMENT:

Upon an appropriate request, Crosspoint may provide employees with reasonable accommodation, provided that doing so does not result in undue hardship to the church.

1. Frequently remains in a stationary sitting position at a computer workstation
2. Frequently operates a variety of office equipment: computers, telephones, copier, scanner, etc.
3. Frequently travels over common ground and surfaces
4. Frequently uses near vision to interpret data, etc.
5. Frequently communicates face to face
6. Occasionally bends, kneels or crouches
7. Occasionally reaches with hands and arms
8. Occasionally lifts and transports moderate weight items under 20 pounds
9. Works primarily in an indoor environment in an office
10. Occasionally requires local area and/or national travel

KEY PERFORMANCE MEASUREMENTS:

1. Yearly execution of the budget process that makes it easy for the campuses
2. Capitalization plans for each campus and property
3. Identify and develop a plan for IT improvements
4. Establish a relationship with each campus' facility team and develop plans for maintaining the facilities
5. Develop a legacy giving plan
6. Develop and maintain a church-wide stewardship plan for developing givers
7. Effective risk management over operational areas of the church and compliance with local, state and federal laws and regulations.

CONTINUING EDUCATION DESIRED:

Attending position-appropriate seminars, workshops, and conventions as requested and approved by the supervisor.