



Position: Operations Pastor
Team: Central Leadership Team
Reports to: Executive Pastor
Classification: Full-time

Objective:

The Operations Pastor is responsible for managing the day-to-day operations of the church including, but not limited to: finance, facilities, human resources, administration and IT; ensuring that resources are allocated in alignment with the mission, strategy, and values of Crosspoint.

Primary Responsibilities:

Finance

- Work with the Executive Pastor in providing oversight for the Annual Crosspoint Ministry Plan (*Financial Initiatives*)
- Provide needed and necessary follow up for both first time and recurring givers.
- Sit on the Crosspoint Stewardship Team and attend the monthly team meeting led by the Executive Pastor
- Oversee Thursday/Sunday giving count and deposit.
- Monitor cash flow and liquidity, ensuring proper reserves are maintained.
- Provide monthly financial reports to ministry leaders.
- Oversee bill pay and staff reimbursements.
- Negotiate and prepare all contracts with outside vendors to be signed by the Executive or Lead Pastor.
- Oversee annual audit.
- Work with the Executive Pastor to prepare quarterly generosity letter updates.
- Prepare and provide quarterly giving statements.
- Capture giving trends and report regularly to the Executive Leadership Team.
- Partner with the Executive Pastor to provide leadership and oversight for financial initiatives.
- Provide operational oversight for potential future campuses.
- Effectively steward the budget and all resources related to your ministry
- Perform additional tasks and duties as assigned

Facilities

- Oversee the Facilities Director.
- Work with the Executive Leadership Team in identifying properties for future campuses.
- Work with architects and general contractors on building projects.

Human Resources

- Ensure quality medical benefits and insurance are provided for staff on a yearly basis.



- Oversee 403b disbursement.
- Provide PTO oversight and report to staff on utilization as needed.
- Obtain compensation studies on an annual basis and provide to the elders for review.
- Supervise tax forms, housing allowance, etc.
- Oversee the hiring process for future Crosspoint staff members.

Administration and IT

- Ensure that attendance, church health, and finance trackers are updated on a weekly basis.
- Provide weekly tracker numbers to the Executive Leadership Team for review.
- Manage all IT requests including purchases and repairs.
- Manage computer usage and replacement needs.
- Oversee relationships with outside IT service providers.

Personal Responsibilities:

- Maintain God ordained priorities in your life by putting Jesus Christ first, your spouse second, your children third and the ministry fourth.
- Give generously to the vision and mission of Crosspoint City Church.
- Be loyal to the vision and staff of Crosspoint City Church and always protect the unity of the church.
- Invest and invite the lost to know Jesus and come to Crosspoint City Church.
- Maintain staff team covenant.

Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work consist of (Thursday and Sunday) Gatherings, Monday thru Thursday 8:00am to 4:00pm.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.

Physical Demands

This role would require the ability to lift equipment and bend or stand as necessary.

CPCC Statement

Crosspoint City Church provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, age, sex, national origin, disability status, genetics, protected veteran status or any other characteristic protected by federal, state or local laws. Crosspoint City Church reserves the right to discriminate on the basis of religion to the full extent permitted by law.