



The role of the Operations Director is to oversee all operations of ministry programming for CrossPointe Orlando under the supervision and leadership of the Lead Pastor. This will require a firm grasp of the beliefs, values and strategy of CrossPointe and the ability to align staff and key leadership teams with its vision.

The OD will align staff, leadership teams, volunteers with its mission, vision and values. The OD will work to see that all ministries and programs have the necessary volunteers, incorporate the necessary strategy and resources, and that they align with the greater vision set forth by the Lead Pastor.

The Operations Director will be responsible for the following :

1. **Modeling Biblical Priorities** : Responsible for upholding Biblical priorities and core values of CrossPointe Church. The OD should represent an ever-growing personal relationship with Jesus Christ with qualifications of an elder as outlined in 1 Timothy 3 and Titus 1. The OD models a strong relationship with his/her spouse (if married) and children (if applicable). The OD strives to fulfill his/her purpose in life and ministry while demonstrating integrity in words, relationships and actions. These objectives are accomplished by:
 - Maintaining healthy Sabbath Rhythms that cultivate dependance upon God
 - Participating in a CrossPointe community group on a regular basis
 - Establishing appropriate boundaries to protect character and integrity
 - Developing personal evangelism opportunities within and outside the church.
 - Financially contributing to the ministries of CrossPointe
2. **Sunday Gathering Planning and Follow Up** : Responsible for ensuring all operations on a Sunday morning are working together to achieve an effective and hospitable atmosphere for both members and guests. These objectives are accomplished by:
 - Identifying and working with ministry leads to train and equip volunteers for Sunday ministries
 - Scheduling volunteers for Sunday ministries
 - Working with staff, and other key leaders to plan, promote, and perform regular Sunday events including but not limited to Partnership classes, Meet CrossPointe, and other special events.
 - Overseeing guest follow up by ensuring each guest receives the attention and care that he/she deserves and is given the opportunity to connect deeper.
 - Assist in the development of an annual budget for the ongoing operations of the church.

3. **Communication and Promotion:** Responsible for regular communication and upkeep with community presence both online and in person. These objectives are accomplished by:
- Curating material for weekly newsletter and sending said newsletter
 - Updating and maintaining online presence through social media, website, and app
 - Creating new graphics as needed for events and other promotion
 - Maintaining organization for staff in Google Drive and Google calendar

Time Commitment : CrossPointe considers consider 17-25 hours per week the standard for part-time staff.

Direct Report : The Operations Director is directly accountable to the Lead Pastor.

In-Direct Report : The Operations Director indirectly reports to the Elders and Board of Advisors.

Oversees : Implementation of vision within Sunday Gathering ministry leads and volunteers.