

Pastor for Administration and Global Impact
2020-07-01 / Elder Revisions 2020-07-14

Profile:

1. Love Jesus faithfully and passionately, out of the outpouring of God's sustaining grace evidenced in scripture, creation, and the testimony of the Church and individual members throughout history, be fully devoted to God, and possess the fear of God, the love of God, and a desire for God, as demonstrated by the display and use of the Fruits of Spirit and a deepening, disciplined, vital, personal walk with God
2. Elder-qualified (Titus 1, 1 Timothy 3)
3. Agrees fully with the Crosspoint doctrinal statement and governance documents
4. A graduate from a reputable evangelical seminary or committed to this objective
5. Able to engage and connect well with people
6. Exemplifies personal accountability and is committed to personal and professional growth
7. Possess the following skills:
 - 7.1. Administration at all levels of the local church
 - 7.2. Comfortable in a plurality of elders with multiple non-staff and staff elders
 - 7.3. Team-building
 - 7.4. Mentoring
8. Supports and works to implement our Core Values¹:
 - 8.1. Servant leadership
 - 8.1.1. Functions as a servant leader
 - 8.1.2. Serves as a member of the Elders.
 - 8.1.3. Works with the Elders to set ministry goals and ministry structure
 - 8.1.4. Advises the Elders on all matters under his direction
 - 8.1.5. Remains accountable and submissive to the Elders
 - 8.1.6. Acts as the communication conduit between the Deacons² (Trustees, Benevolence, Care, Friendly by Design, etc.) and the Elders
 - 8.1.7. Provides leadership for all ministries under his direction, providing direct oversight as required by the current and future organizational structure to implement the agreed upon strategy
 - 8.1.8. Respects and encourages volunteers, lay leadership, and all staff
 - 8.2. Engaging corporate worship
 - 8.2.1. Supports our general worship philosophy
 - 8.2.2. Provides sound and practical expositional preaching from the pulpit when called upon
 - 8.3. Great Commission Focus
 - 8.3.1. Engaged personally in Great Commission living
 - 8.3.2. Supports our general Missions philosophy
 - 8.3.3. Emphasizes the equipping responsibility of the church with a view toward fulfilling the Great Commission
 - 8.3.4. Encourages the sending and support of missionaries
 - 8.4. Intentional discipleship
 - 8.4.1. Supports our general discipleship philosophy
 - 8.4.2. Fosters close working relationships with all Ministry Staff, Support Staff and Elders
 - 8.5. Loving community
 - 8.5.1. Participates in the pastoral care for the body
 - 8.5.2. Fosters an atmosphere of authentic, loving community throughout the body
 - 8.6. Passionate Prayer
 - 8.6.1. Engaged personally in praying for Crosspoint corporately and for individual Crosspoint members
 - 8.6.2. Convinced of the necessity of God-dependence in every facet of ministry
 - 8.6.3. Fosters an environment of genuine and fervent prayer

¹ See Core Values document for a summary of items 8.1. through 8.6

² While Crosspoint does not currently have the office of deacon as named and operating, we will be implementing this office in the coming days after much prayer, teaching, and planning.

Pastor for Administration and Global Impact

2020-07-01 / Elder Revisions 2020-07-14

Job Description:

1. Essential Duties and Responsibilities

All essential duties and responsibilities will be carried out in the context of the staff team and ministry leaders. The Pastor for Administration and Global Impact will give leadership and oversight and delegate responsibility as appropriate. The Pastor for Administration and Global Impact will work in conjunction with the Elders, pastoral staff, and ministry leaders/volunteers in the implementation of the general purpose and strategy of the church. The essential duties and responsibilities of the Pastor for Administration and Global Impact include:

1.1. Administration Oversight (See Job Description Addendum for specifics)

1.1.1. Managing the Buildings and Grounds

1.1.2. Managing Office and Support Staff

1.1.3. Managing Crosspoint's Finances with the Church Treasurer

1.1.4. Managing Safety and Security

1.1.5. Managing Human Resources along with Staff Care

1.1.6. Other

1.2. Global Impact (Missions) Oversight

1.2.1. Personally, the Pastor for Administration and Global Impact will cultivate and demonstrate a heart for making disciples in Omaha, Nebraska, the surrounding region, and the world, thus continuing Crosspoint's active participation in fulfilling the Great Commission worldwide.

1.2.2. Guides the Crosspoint CoMission team or its equivalent in fulfilling the Great Commission Focus core value.

1.2.3. Corporately, the Pastor for Administration and Global Impact will work to exalt Christ and engage Crosspoint in the Great Commission through:

1.2.3.1. **Personal Gospel Ministry** by: demonstrating a lifestyle of personal discipleship and involvement in gospel ministry; by prioritizing equipping the congregation by connecting members to sound training and resources on evangelism and discipleship; encouraging and motivating the congregation to engage in relational discipleship opportunities and to participate in Crosspoint's small group ministry, Connection groups, or its equivalent.

1.2.3.2. **Local Gospel Ministry** (e.g. church plants, mercy ministries) by: supporting and evaluating existing Global Impact ministries; encouraging sound creativity in the development of additional local and global endeavors; cultivating relationships with local gospel-loving, Christ-exalting ministries; leveraging those relationships to engage our people in local gospel ministry (e.g. Crosspoint in Action); communicating financial needs Crosspoint could potentially fill within those ministries to the Elders; engaging with sound church planters in the Omaha area for prayer support and encouragement; working with the Pastor for Family Life to engage youth and families in local outreach; working with the Pastor for Family Life to engage Crosspoint's small group ministry in local outreach.

1.2.3.3. **Global Gospel Ministry** by: overseeing the execution of Crosspoint's vision for overseas missions on behalf of the Elders; encouraging the sending and support of missionaries through Crosspoint's communication channels; overseeing and guiding the **Global Impact team** and Crosspoint as a whole in the support of our overseas gospel partners through stewarding prayer, finances, and time on their behalf; leading the Global Impact team in evaluating our current gospel partnerships and providing recommendations to the Elders for support levels and continued engagement based upon that evaluation; shepherding our overseas gospel partners who are members; keeping Crosspoint connected to what God is doing around the world for the exaltation of Jesus.

1.3. Prayer

The Pastor for Administration and Global Impact will set the pace in prayer by spending time praying daily for the ministry of the church and by praying for and with others at the individual, family, and group levels.

1.4. Leadership: The Pastor for Administration and Global Impact shall be directly accountable to and under the authority of the Elders. The Pastor for Administration and Global Impact will lead and hold accountable all staff and volunteers under his direction and serve as a full member of the Elders and Executive. The Pastor for Administration and Global Impact will:

1.4.1. Conduct regular and frequent meetings with staff and volunteers under his direction, both individually and jointly, and work to assist, equip, and direct the same in understanding and achieving ministry objectives as defined by Elders.

1.4.2. Nurture the mental, spiritual, and emotional health of the staff and volunteers under his direction.

1.4.3. Work with the lead pastor to provide optimal functioning of administrative duties, to adhere to the church budget, and to ensure all church requirements are met from state and local levels.

1.4.4. Work with the Elders to set objectives, coordinate and execute church strategy, annual goals, and recommend to the Elders staffing and structural changes as appropriate to achieve ministry objectives under his direction.

1.4.5. Coordinate all staff employee matters, including vacations, absences, conferences, etc., in coordination with the lead pastor

1.4.6. Conduct regular performance evaluations of the staff under his direction as directed by policy.

1.5. Shepherding, Pastoral Care, & Community Building

1.5.1. The Pastor for Administration and Global Impact will participate as an elder in nurturing and administering the overall shepherding ministry of the church and in cultivating the development of gifts within the body.

1.5.2. The Pastor for Administration and Global Impact will be involved in pastoral care of individuals, couples, families, and groups as opportunities arise.

1.5.3. The Pastor for Administration and Global Impact will seek to nurture the mental, spiritual and emotional health of the individuals in Crosspoint Bible Church and foster an atmosphere of authentic, loving community amongst the body.

2. Requirements

2.1. **Theological:** The Pastor for Administration and Global Impact must be committed to an orthodox understanding of Christian faith and adhere to the doctrinal statement and governance documents of Crosspoint Bible Church.

2.2. **Educational:** The Pastor for Administration and Global Impact should possess a graduate level education from an accredited evangelical theological seminary or be committed to completing the same.

2.3. **General** – See Profile

Job Description Addendum

Managing the Buildings and Grounds, including, but not limited to guiding the Deacons and Trustees³ in oversight of: building use, contracts, quotes, and bids; Facility Manager work and project prioritization; insurance review and management; information technologies, office systems, and equipment oversight (in collaboration with the Pastor for Corporate Worship and Communications); project list and management; rental property management; vendor management; building and renovation projects, including financial/capital campaigns on behalf of the Elders; emergency, after-hours contact.

Managing Office and Support Staff, including, but not limited to hiring, supervising, evaluating and overseeing all office and non-office support staff; day to day operational oversight and point of contact; office equipment/furnishing oversight; coordinating general purchasing and meeting with sales representatives.

Managing Crosspoint's Finances with the Church Treasurer, including, but not limited to overseeing accounting (payroll, quarterly reporting/payments, W2, W4, W9); annual budget planning (tools, preparation, coordination); financial reporting (weekly, monthly, quarterly, or as requested); weekly financial/QuickBooks review; audit review support; bookkeeper oversight and supervision; payroll and Accountant oversight; process adherence oversight; digital giving oversight and transfers (Subsplash and Stripe); weekly invoice, vouchering, and payment oversight (including Expensify management)

Managing Safety and Security, including, but not limited to: general oversight in coordination with Safety and Security Management (SSM) Team leader; policy oversight; recruiting and scheduling; equipment procurement, maintenance, and inspection oversight; training oversight with SSM; legal, law enforcement, and insurance issues oversight

Managing Human Resources along with Staff Care; including, but not limited to: personnel file management and oversight, including hire checklist and exit checklist, annual coverages; 1099 Management; annual PTO tracking and Sick Bank participation oversight; annual employee evaluation process oversight; advising Staff Care elders on the annual compensation process and employee benefits oversight, functioning as the point of contact for health, disability, and supplemental coverages.

Other (Examples)

- Coalesces, updates, and archives all church policies and offers policy recommendations to the Elders
- Annual business meeting planning oversight (ballots, quorum sheets, PowerPoints, etc.)
- Tracking and filing convicted and/or registered sex offenders.
- Attendance tracking with admin. assistant
- Misc. Deacon oversight, including Benevolence, Care ministries, Friendly-by-Design, etc.
- Oversight of Trustees
- Elders, Executive, and Ministry Leadership Team secretary
- Liaison with required government agencies to review, update, and ensure compliance with all legal, business, insurance, and tax matters.

³ The relationship between Crosspoint's current Trustee system and our plans to develop the role of Deacon has yet to be fleshed out.