



JOB DESCRIPTION

Title: Executive Director
Department: Executive/Directional
Reports To: Lead Pastor
Pay Status: Salaried/Exempt

General Summary and Objective: Responsible for the oversight of the Directional Team and implementation of vision and strategy in all ministry areas in helping people live and love like Jesus

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work with Lead Pastor to create a well-developed, aligned and implemented vision and strategy within each department and ministry area for accomplishing the stated vision outcomes as identified by the Elders
- Oversee, shepherd, care and provide accountability for the Directional Team from 5 ministry areas who are also living out the staff expectations of the Staff Covenant 1) Operations 2) Worship 3) Adult Discipleship 4) Family Ministry 5) Mobilization.
- Provide top-level leadership and facilitate team building in the above areas.
- Maintain the high-level ministry calendar and planning rhythms keeping the organization forward thinking and maintaining processes (IE Budget and Ministry Planning Season, Directional Retreat scheduling, and Intentional Church philosophy, processes, and tools)
- Recruit, equip and empower volunteers and leaders to further the ministry, mission, and vision.
- Maintain the Vision Outcomes Dashboard with relevant ministry/vision measures
- Develop and nurture a healthy staff culture that lives out the values of Crossroads Christian Church
- Provide care and accountability for staff adherence to policies and processes
- Provide regular, timely reporting to elders and other ministry leaders
- Establish and maintain healthy relationships with other ministry leaders and partners in the community

Additional Responsibilities:

- Lead monthly staff meetings, staff chapel, and other leadership gatherings
- Participate in Congregational Care

Requirements (knowledge, skills, abilities, education, etc.)

- Fully committed followership of Jesus Christ
- Exceptional model of personal integrity
- Champion of vision, values, and culture of Crossroads Christian Church
- Ability to work in harmony with other staff members
- Bachelor's degree in Bible/ministry/seminary or related education
- Significant experience in leading staff, teams, and volunteers
- Innovative, an initiator who sets and achieves goals, a team builder
- Ability to convey a positive professional image and to maintain confidentiality
- Comfortable with creating and casting vision
- Administrative skills and attention to details
- Strong Team Building Skills and Leadership Capacity
- Experience developing team building exercises and facilitating growth moving the organization forward.
- Developer of leaders with a commitment to invest in others.
- Capable of clear and concise communication for reporting
- Organized and the competent in multi-tasking
- Flexible, adaptable, coachable, and teachable
- Demonstrated capacity to lead and administrate

Relationships

- The Executive Director will work under the oversight of the Lead Pastor
- Serve as a liaison between the Lead Pastor and the Directional Team
- Will be a member of Crossroads Christian Church and live out the expectations of the membership covenant
- Will be the direct supervisor for each member of the Directional Team

Work Environment

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

Physical Demands

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, use hands and fingers, and reach with hands and arms.

Position Type/Expected Hours of Work

This position is full time with normal office hours on Sunday morning 7:30am-1pm and Monday to Thursday 8am - 5pm, with flexibility available. *Additional hours outside of this schedule may be needed to fulfill this position.*

Travel

This position will require occasional travel for conferences, training, and retreats.

Revised: September 3, 2026

The statements listed are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of duties and requirements. This does not establish a contract for employment and is subject to change at the discretion of the employer.