



Job Description – CPK Director

Position Title: CPK Director

Reports To: Lead Pastor

Employment Classification: Full-time, Salary-exempt

Salary Range: \$55-\$65K / DOE

Prepared Date: 08/21/26

Mission & Values

CrossPoint Community Church exists to: Follow Jesus. Love People. Make Disciples. Our leadership and staff relationships are shaped by Love, Humility, Lordship, and Discipleship.

Every role at CrossPoint contributes to building up the body of Christ and making disciples.

Leadership Structure & Collaboration

- This role reports directly to: Lead Pastor
- This role works in collaboration with: Shepherding Team and CrossPoint Kids Team
- This role supports the direction of the Lead Pastor and Elder Team

Role Summary & Purpose

The CrossPoint Kids Director provides spiritual, pastoral, and leadership oversight for CrossPoint Kids (CPK) while developing staff, volunteers, ministry leaders, children, and families toward deeper discipleship.

This role exists to build healthy leaders, thriving ministry teams, and effective disciple-making environments that help children and families follow Jesus, love people, and make disciples.

Core Ministry Mandate

This role exists not only to accomplish ministry tasks, but to:

- Build people
- Develop leaders
- Make disciples

Success in this role is measured not only by what gets done, but by who is being developed in the process.

Primary Responsibilities

1. Provide Spiritual and Pastoral Leadership

- Serve as a member of the Shepherding Team, helping provide spiritual leadership and care for the church.
- Ensure CPK remains aligned with CrossPoint's mission, vision, doctrine, and values.
- Provide pastoral care, counsel, encouragement, and spiritual support for children, families, volunteers, and ministry leaders.
- Nurture a culture of discipleship, prayer, humility, and dependence on Christ throughout the ministry.

2. Lead and Develop CPK Staff

- Directly lead, coach, and develop other CPK Directors and key leaders while releasing them to grow in their skills and giftings.
- Create environments where staff members are growing in collaboration, leadership, effectiveness, shared ownership, character, and ministry capacity.
- Ensure ministry structures, teams, and systems support long-term sustainability.
- Participate in strategic planning, budgeting, goal-setting, and ministry evaluation.
- Foster unity and partnership across departments and ministries.

3. Provide Direct Elementary Ministry Oversight and Implementation

- Provide direct leadership, oversight, and implementation for Elementary Ministry programs, environments, systems, and discipleship pathways.
- Ensure Elementary Ministry environments are effective, safe, welcoming, and aligned with other children's ministry age groups.
- Support curriculum strategy, family discipleship initiatives, and ministry innovation for Elementary Ministry.

- Recruit, develop, train, and care for Elementary Ministry volunteers.

4. Recruit, Develop, and Shepherd Volunteers

- Lead the CPK team to create and/or maintain sustainable systems for volunteer recruitment, onboarding, training, care, and retention.
- Equip volunteers to serve confidently and effectively in alignment with CrossPoint's ministry philosophy.
- Shepherd volunteers spiritually and relationally.
- Lead the CPK team to develop future ministry leaders through intentional mentoring and leadership multiplication.

5. Partner with and Equip Families

- Champion the biblical responsibility of parents as primary disciple-makers of their children.
- Engage and equip families to pursue spiritual growth together.
- Provide pastoral support for families navigating spiritual, developmental, or relational challenges.

Time Allocation Expectation

A target of **30–40% of weekly time** should be devoted to:

- Developing people
- Disciple individuals
- Building teams
- Investing in future leaders

Measurable Outcomes

Effectiveness in this role will be evaluated in part by:

- Who is being developed because of this role
- Growth and health of ministry leaders and volunteers
- Evidence of leadership multiplication
- Sustainability of CPK systems and teams
- Volunteer engagement and retention
- Family connection to discipleship opportunities
- Alignment with church mission and direction

Cultural Expectation

At CrossPoint:

- Ministry is not about doing more—it's about developing people.
- We value character, job competence, team chemistry, and courage.
- Collaboration and vulnerability are how we live out our shared values in humility.

Success Looks Like

- CPK Directors are growing as healthy, effective leaders.
- Volunteers feel valued, equipped, cared for, and connected.
- New leaders are consistently being identified and developed.
- Families are actively engaged in discipleship both at church and at home.
- Ministry systems are sustainable and not dependent on one individual.
- CPK environments are characterized by warmth, safety, and gospel-centered discipleship.
- Collaboration and unity are evident across ministry teams.

Healthy Leadership Approach

- Leads with humility, clarity, and consistency.
- Builds trust through relationships.
- Prioritizes people over personal performance.
- Works collaboratively across teams.
- Healthy rhythms of margin and rest.

Core Rhythms

Weekly

- CPK Department and Shepherding Team meetings
- Volunteer engagement, scheduling, and encouragement
- Ministry guest follow-up workflows
- Elementary Ministry oversight & implementation of Sunday program

Monthly

- CPK Director leadership coaching and development meetings
- Volunteer training, development and/or appreciation

- Ministry evaluation and planning

Quarterly

- Strategic ministry planning and evaluation
- Volunteer needs assessment and planning
- Family discipleship connection planning

Annual

- Ministry vision and strategic planning
- CPK leadership development goals
- CPK camps (Preschool Day Camp & Elementary Camp)
- Ministry budget development
- Shepherding Team retreats and annual all-church planning

Qualifications

- Growing and mature relationship with Jesus Christ.
- Alignment with CrossPoint's mission, values, and statement of faith.
- Demonstrated experience leading and developing leaders and volunteers.
- Proven ability to recruit, train, and shepherd ministry teams.
- Strong relational leadership and collaboration skills.
- Experience providing pastoral care and spiritual guidance.
- Ability to think strategically while leading ministry operations.
- Effective communicator in both group and individual settings.
- Emotional maturity, humility, and relational health.
- Formal Bible or ministry training preferred.

Key Strengths for Success

- Passion for children's ministry
- Understanding of the elementary age group
- Organizational and personal leadership development
- Volunteer recruitment, engagement, and care
- Pastoral shepherding
- Relational and collaborative leadership style
- Team building
- Family discipleship

- Strategic thinking & problem solving
- Clear written and verbal communication

Acknowledgment

I acknowledge that I have received and reviewed this job description and understand the general duties, responsibilities, and expectations of my position.

I understand that this job description is intended to describe the general nature and scope of the position and is not an exhaustive list of all duties or responsibilities.

Responsibilities may be modified or additional duties may be assigned based on the needs of CrossPoint Community Church.

Employee Name: _____

Signature: _____

Date: _____

CrossPoint Community Church is committed to providing equal employment opportunities to employees and applicants in accordance with applicable federal, state, and local laws. As a religious organization, CrossPoint Community Church reserves the right to make employment decisions based on its religious beliefs, doctrines, and ministry requirements to the extent permitted by applicable law, including with respect to ministerial and pastoral positions.

CrossPoint Community Church provides reasonable accommodation to qualified individuals with disabilities in accordance with applicable law. Policies, practices, rules, and regulations are made without regard to race, color, national origin, age, disability, or other characteristics protected by law, except where a bona fide occupational qualification applies.

Employment with CrossPoint Community Church is at-will. This means that either the employee or CrossPoint Community Church may terminate the employment relationship at any time, with or without cause or advance notice, subject to applicable law. Nothing in this job description creates a contract of employment or alters the at-will employment relationship, as provided by California Labor Code Section 2922.