



DETAILED MINISTRY DESCRIPTION

HR Director for Grace Baptist Church and Grace Christian Academy

Title

HR Director

Purpose

The HR Director, working in conjunction with the Pastor of Executive Operations and Finance for Grace Baptist Church and the Head of School for Grace Christian Academy is responsible for managing all activities and functions directly related to the management of employee relations and development. This position creates and implements policies and procedures for Grace Baptist Church and Grace Christian Academy as well as operations, procedures and resources. The HR Director will coordinate the flow of information and facilitate operations to run effectively and efficiently.

Reports to

Pastor of Executive Operations and Finance, GBC and Head of School, GCA

Key Results Areas

The HR Director has the opportunity to be deeply involved in the lives and ministry of the church and school by supporting staff to perform in an environment that supports the mission, goals and vision of each area; through training and development to enable all staff members to portray a positive first impression of the church and school; to ensure each area is performing their job duties efficiently and effectively.

- Work with the Pastor of Executive Operations and Finance and the GCA Head of School (or appropriate designee), and the Executive Teams for both entities on the implementation and creation of policies and procedures, staffing needs / recruiting, performance issues, time and attendance, benefits / compensation and budget considerations.
- Manage the human resources and executive business office side of the church and school while ensuring all individual needs and information are handled in a timely manner.

Description of duties

- Organize and manage the day-to-day activities of the HR office and ensure the efficiency of the office's operation.
- Create and direct the planning, development, implementation and administration of existing and new human resources programs and policies for both the church and the school.
- Work with the Pastor of Executive Operations and Finance and the GCA Head of School (or appropriate designee), the Executive Teams, and the GBC Business Office on employee benefits as appropriate. Research and bring forth recommendations to help ensure compliance and competitiveness within a non-profit sector.
- Partner with and coach GBC department heads and GCA executive staff through performance counseling issues working to ensure fairness to the employee as well as compliance with regard to both the church and the school's policies and procedures.
- Create new and update existing job descriptions as needed. Maintain records of all position descriptions.
- Work with the current payroll provider to bring each staff member on line for the purpose of requesting benefit time and thereafter timely manage all employee requests.
- Work with the church and school to identify staffing needs along with providing orientation for new staff, as appropriate, and ensure individual new hire compensation / benefit letters and contracts are timely completed.
- Follow the GBC and GCA Hiring Policy Guidelines for all recruiting and new hire on-boarding. Work with outside agencies as required for external recruiting.
- Oversee and ensure consistency of all new hires in the following areas: interviewing, reference checks, and background checks - personality assessments, when appropriate, to determine gifting and personality strengths / weaknesses, and that applicant meets the qualifications for the position being offered.

- Work with the Facility Coordinator to ensure the safety of staff, students, members and guests.
- Provide direction and establish procedures for both the church and the school to ensure staff, student, member and guest health issues are reported in such a manner in order to maintain confidentiality and privacy to meet all legal (HIPPA) guidelines.
- Perform research including, not limited to: recruiting firms for key positions - employee wellness programs - employee incentive/recognition programs - employee benefits - software to enhance current business practices - compensation within a non-profit sector.
- Plan and coordinate activities/events allocating resources to ensure efficiency along with meeting budget guidelines, included but not limited to:
 - Staff Retreats
 - All-Staff Meetings
 - Pastoral conferences, local and away
- Attend Tactical Meetings with follow through communication to all appropriate team members.
- Efficiently handle human resources issues / concerns / new legislation as appropriate and remain current on new all Federal, State and Local updates to ensure consistency within a non-profit church and school sector.
- Prepare individual communication (reports, correspondence, flyers and other printed material) with attention to accuracy and detail.
- Attend church and school staff meetings and/or other meetings, training seminars and conferences as requested.
- Network with other human resource professionals within non-profit and for-profit sectors.

Time requirements

This position will require full-time status as outlined in the Personnel Policies and Procedures Manual of Grace Baptist Church.

We Want – Must Haves

- Must be a follower of Jesus Christ and have a lifestyle that demonstrates obedience.
- Committed to the core values of the church and school
- A demonstrated ability to maintain sensitive confidential church and school information.
- Previous proven business leadership / management experience working in a human resources, customer service environment, a minimum of 5 years required.
 - Knowledge of human resources policies and procedures.
 - Personnel administration (compensation, benefits, recruitment, etc.)
 - Training experience.
 - Supervisory experience
- Good judgment, problem-solving, and decision-making skills.
- Excellent planning, organizational, time and work management skills.
- High attention to detail and accuracy.
- Knowledge and principles of preparing correspondence, forms, reports, etc.
- Able to perform services independently, without direct supervision, as well as work cohesively within a team environment.
- Good ‘people’ skills for relating to the staff of both the church and the school as well as volunteers, students, church members and guests.
- Ability to communicate clearly and concisely, both orally and in writing.
- Knowledge of management and business principles.
- Good English, grammar, spelling, punctuation, and vocabulary skills.
- Proficient in Windows based software.
- Basic understanding of office organization and operations.
- Good awareness of office equipment and methods

We Want – Like to Have

- Bachelor’s degree from an accredited college or university.

- Human resources management within a church / school environment.
- A member of Grace Baptist Church