



### Job Profile

The Director of Human Resources is a central services team member who oversees the human resource processes and functions of the church while also supporting strategic practices that build/maintain a strong and culturally healthy workforce. This is a full-time, exempt (salaried) position reporting to the Executive Pastor.

### Job Responsibilities

#### Essential duties:

This individual supports the central services and all campus teams. Key responsibilities include:

#### Recruitment and staffing:

- o assist the executive pastor with shaping the organizational culture of Berean
- o find the best candidates for open/new positions
- o interview, make recommendations of candidates and obtain theological surveys, reference, and background checks
- o make job offers to final candidates and arrange their onboarding processes

#### Oversight of all onboarding processes which includes:

- o ADP payroll processes
- o orientation
- o workstation assignment arrangements
- o phone and Microsoft account assignment
- o key issuance and building access through fobs
- o name badge and photo for website
- o introduction in huddle, building tour, as well as coordination of new hire materials

Offer professional development for staff through webinars, attendance of outside seminars, conferences, or retained services to:

- o develop supervisors' skills and impart policies and best HR practices
- o support staff lunches and days away

#### Human resource management and compliance

- o oversight of semi-monthly payroll and maintenance of payroll and timekeeping system
- o responsible to oversee all areas of HR compliance including federal and state regulations, ACA reporting requirements, OSHA reporting requirements
- o manage all claims for STD, LTD, FMLA, LOA, and Workers Compensation
- o health, life, and voluntary benefits, and retirement resources planning and plan administration
- o compensation planning and annual personnel budget preparation

#### Developing and guiding performance management through

- o performance evaluations
- o coaching and staff development
- o productivity and workplace standards

#### Developing and maintaining the Employee Handbook

#### Employee relations

- o promote positive workplace strategies
- o support the recognition programs of Berean Baptist Church including monthly birthdays, monthly anniversaries, annual Christmas party, and staff recognition

**"We know that for those who love God all things work together for good, for those who are called according to his purpose."  
Romans 8:28 ESV**

- meet with supervisors and staff when issues arise to mediate the best solution
- monitor staff climate and communicate concerns appropriately
- perform employee terminations, conduct exit interviews, performance improvement plans, and other disciplinary actions
- act as a trusted liaison for all employees, and a strategic resource for our senior leadership team to ensure fair and consistent HR practices are administered
- define and promote career path development and succession planning for various roles within the organization

**Other duties:**

Supporting organizational development initiatives and staff planning as requested. Speak into volunteer practices such as job descriptions, interviewing, and background checks so these practices mirror those of human resources.

**Knowledge and Skills**

Bachelor's degree in business administration, human resources, or related field. A minimum of 5 years of experience working in human resources, compensation and benefits, administration, recruitment and staffing, payroll administration, organizational development, and performance management.

**Abilities**

Strong, collaborative teambuilding and conflict resolution skills. Demonstrated listening skills, and abilities to coach and counsel employees and supervisors. Experience with HR (on-boarding, benefits, online communication) and payroll systems and tools. Proficiency in the most effective tools designed to help staff members operate according to their strengths and out of greater degrees of self-awareness and social intelligence (e.g. Spiritual Gifts, StrengthsFinder, DiSC, Myers-Briggs).

**Faith-Based**

- A personal relationship with Jesus Christ
- Demonstrate a Servants Heart
- Evidence of growing maturity as a disciple of Christ
- Agreement with Berean Baptist Church Statement of Faith
- Membership at Berean is not required if involved actively at another church
- Philosophical alignment with Berean's leadership and theology
- Ability to teach and equip others to be effective in ministry

**Working Conditions**

Work is generally performed during normal weekday hours and includes sitting for long periods and computer usage. Additional hours include Faith Family celebrations, Christmas and Easter, and special events. Includes serving at two of four faith family celebrations and at all Easter & Christmas services unless otherwise approved.

*This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.*