

Job Description – Grace Commons Church

JOB TITLE: Human Resource Generalist *This is a part-time, non-exempt position.*

REPORTS TO: Business Administrator

MINISTRY DEPARTMENT: Administration and Operations

POSITION RATIONALE:

The rationale for this position is to

- Care for the staff
- Develop and manage necessary documentation, processes, and systems addressing employee recruitment, expectations, performance, retention
- Provide reasonable assurance that the church complies with applicable human resource regulations.

GENERAL REQUIREMENTS/PREREQUISITES

- Growing, personal relationship with Jesus Christ
- View administration as a ministry essential to supporting staff and their work for the Kingdom
- Ability to handle highly confidential information with absolute discretion
- Self-motivated, directed and flexible as demonstrated by being able to both function individually and collaboratively as a member of a team, all with minimal supervision
- Solid time management skills as evidenced by the ability to simultaneously plan, organize, coordinate and direct multiple projects with varying deadlines
- Strong communication skills comprised of
 - competency in creating well-organized, grammatically correct, concise and courteous written materials for internal and external constituents,
 - effective listening
 - positive and resolution-oriented interpersonal behavior
- Aptitude for working in a variety of software environments such as payroll, benefits, church management and office programs
- Eagerness to stay apprised of changing regulations and trends impacting human resource work
- Work at least 50% of your hours on site.

UNIQUE MINISTRY RESPONSIBILITIES/ACCOUNTABILITIES

Payroll

- Manage and implement all aspects of payroll including – but not necessarily limited to – updating and distributing payroll calendar, processing twice-monthly payroll, assigning payroll expenses to proper accounts, reviewing quarterly 941 statements, keeping up-to-date of changing payroll regulations, and administering leave accrual/usage

Benefits

- Manage and implement all aspects of employee benefits (both employer-paid and employee-paid) including – but not necessarily limited to – medical insurance, life/add insurance, long term disability insurance, worker's compensation, retirement COBRA

Policies and Procedures

- Keep Employee Handbook up to date in response to Personnel Committee actions and changes in employment regulations; Communicate handbook changes to staff in a timely manner
- Author, update, communicate new human resource policies and procedures, as well as changes to current policies and procedures, to staff
- Make adjustments to human resource policies and procedures in response to changing regulations

Processes

- Develop and manage processes including – but not necessarily limited to – recruitment, hiring, onboarding, exit/termination, goal setting and performance appraisal, performance improvement, annual compensation reviews

Staff Development, Appreciation and Recognition

- Coordinate, lead or manage in-service trainings, one-time “above and beyond” payments, Christmas bonuses, birthday celebrations, staff appreciation and team building events, holiday activities, etc.

Administrative Tasks

- Create the organizational chart for Grace Commons and keep it up to date
- Prepare and update staff contact lists, photo board
- Maintain and manage employee files and other human resource files
- Manage human resource content on church’s internal web site

OTHER SKILLS/ABILITIES REQUIRED TO SUCCESSFULLY LEAD THIS MINISTRY

- Thrive on collaboration with staff
- Be willing to take risks, learn from mistakes, be receptive to feedback

CHURCH-WIDE RESPONSIBILITIES/ACCOUNTABILITIES

- Attendance at regular staff meetings and all-hands-on-deck events

Reviewed by: Employee _____ Supervisor _____
Date _____ Date _____

NOTE: THIS JOB DESCRIPTION IS NOT INTENDED TO BE ALL-INCLUSIVE.
EMPLOYEE MAY BE ASKED TO PERFORM OTHER RELATED DUTIES TO MEET THE ONGOING NEEDS OF THE ORGANIZATION.