

## Executive Pastor (Director) of Human Resources

### ACCOUNTABLE TO:

Lead Pastor

### STATUS:

Full-time non-exempt

### REQUIREMENTS:

- Bachelor's degree and SHRM certified
- Minimum of 5 years of HR related experience.
- Experience in a church or non-profit organization desired.
- Knowledge of HR policies and practices, employment laws, and regulations.
- Experience supporting multiple groups and demonstrated ability in understanding an organization while effectively implementing HR strategies to support goals.
- Has the ability to positively impact the structure, culture, and effectiveness of the organization.
- Proven track record of being an ideal team player based on Patrick Lencioni's Ideal Team Player model
- Proficient in Microsoft Suite, PrimePoint HR or similar HRIS

### ORGANIZATIONAL SKILLS:

Ability to work with and build a team; administration; ability to relate to a culturally diverse congregation, written and verbal communication skills; organization; creativity; initiative; self-motivation; flexibility; ability to receive feedback; willingness to learn and adapt

### PASSIONATE ABOUT:

Building a healthy staff culture

### ROLE SUMMARY

The Executive Pastor (Director) of Human Resource advises and consults with the Lead Pastor and Executive Team on human resources issues, including but not limited to staffing, performance management, employee relations, compensation and benefits, training and development, organizational development, talent management, and culture.

An Executive Pastor/Director carries day-to-day decision making authority and the execution of all strategy for Princeton Alliance Church. Each Executive Pastor will be fully responsible for all actions and results of the organization reporting into his/her leadership and team. This person will ensure the organization's staff carries out their roles and responsibilities and are fully equipped to do so. This person is already a Spirit-filled leader who is passionate about the local church. Alongside the Lead Pastor, he/she will serve on the Executive Team (total of 6 Executive Pastors).

### PRIMARY RESPONSIBILITIES AS THE HR TEAM LEADER

- Execution of HR strategy for the church providing advice and guidance on issues, such as, staffing, workforce planning, performance management, progressive counseling (PIP), organizational development, compensation administration, HR systems etc., while ensuring compliance with employment laws and regulations. Partners with managers to resolve issues.
- Develop, interpret, and analyze data extracts and reports on HR issues and be able to provide insights and recommendations from HR data, reports, and dashboards.
- Diagnose HR issues and work with the Executive Team to develop appropriate plans and strategies.
- Conducts Talent & Organizational Assessment for managers and team. Works with each team leader and Lead Pastor to conduct workforce planning, talent management and succession planning in support of the HR overall plan.
- Execution of performance management including annual reviews and ongoing evaluations
- Identifies learning and development needs and develops programs or works with external vendors in the development and implementation of programs. Acts as a facilitator as needed.
- Executes payroll functions
- Identifies and collaborates with other church functions and leaders as needed to resolve HR issues. Serves as a facilitator to resolve employee conflicts and conducts investigations on complex employee relations issues.
- Performs research and analysis on HR projects and prepares reports for church leadership. Recommends and implements HR solutions and/or programs to meet specific church needs.
- Advises and consults on termination issues.
- Talent Acquisition - Ensures recruitment and interviewing is targeted to strategic church priorities.
- Onboard new staff while explaining Employment Manual and Staff Covenant

**MEETINGS AND TRAININGS:**

- Monthly staff meeting and chapel
- Retreats and other trainings
- Attend annual District Conference and bi-annual General Council

**LEADERSHIP EXPECTATIONS:**

- A commitment to the mission of the church
- A call to pastoral ministry within a diverse congregation
- A lifestyle congruent with the biblical requirements for leaders (1 Tim. 3:1-13; 2 Tim. 2; Titus 1:5-9)
- Member of PAC within 6 months of hiring
- Minimum 10% giving to the Local and Global Ministry Fund
- Be in a Community Group

- Consults with the HR Committee of the Governing Board
- Performs other related duties and projects as assigned

**PRIMARY RESPONSIBILITIES AS AN EXECUTIVE PASTOR/DIRECTOR**

- Supports and carries PAC’s vision to staff, volunteers, and members
- Sets direction with the Lead Pastor for the development of the staff and ministries
- Responsible for day-to-day managing of ministries through respective teams
- Responsible for each team’s budget/spending and financial approval according to policies
- Creates partnerships and synergies between the various teams and ministries
- Understanding of the Employment Manual top down
- Responsible for the hiring and termination of all Ministry Leaders, Coordinators, Residents, and Interns (including performance evaluations)
- Growing knowledge and understanding of current issues, concerns, and trends that affects his/her particular team and each ministry within the team
- Participates in Global Outreach trips every other year
- Champions and follows through on a clear direction in the area of churchwide discipleship
- If licensed, serves as one member of the pastoral team that serves in the area of weddings, funerals, counseling, visitations, and pastoral care

**SHARED RESPONSIBILITIES WITH LEAD PASTOR**

- Works closely with the Lead pastor to ensure the following:
  - The vision remains clear at all levels
  - Budget/Spending are in line with the vision within +/-5%
  - Leadership over staff meetings, chapel, retreats, and events
  - A culture on staff that creates trust and spiritual vitality is modeled and developed
  - Weekly meeting with other XPs and LP

**TIME COMMITMENT**

This is a full time position that includes weekend services as well as office hours. Staff are expected to attend all weekend services as well as all church wide events as assigned. Staff members are allowed vacation time as determined by the Employment Manual and Staff Covenant. It is the responsibility of the staff to assign replacements when unable to attend weekend services or events, as well as communicate plans to the staff.

**DISCLAIMER**

The statements in this description are intended to describe the essential/non-essential nature of this position. It is not intended to be an exhaustive list of responsibilities. Other duties may be assigned as needed.

By signing this job description you are agreeing to the descriptive (not prescriptive) nature of this position.

**SIGNATURE**

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Date: