



COLONIAL PRESBYTERIAN CHURCH

DIRECTOR OF HUMAN RESOURCES

JOB DESCRIPTION

This position supports approximately 40 full-time and 120 part-time employees with campuses in both Kansas City, MO and Overland Park, KS. The Director of Human Resources is a collaborative servant leader that provides in-house support to the executive team and all employees in all areas of human resources, including compensation, benefits, recruitment, performance management, employee relations, and training.

WORKING RELATIONSHIPS

Reports to: Executive Director – Finance & Administration

Teams with: Executive Pastor (dotted line), all staff personnel, insurance brokers & carriers, Denomination Benefit office.

DUTIES & RESPONSIBILITIES

- Support the hiring needs of the church by facilitating efficient and collaborative recruitment and hiring process for all non-pastoral positions.
- Administer effective and efficient on-boarding and off-boarding processes, including the facilitation of new hire paperwork.
- Manage and administer all staff compensation, including annual increases, market compensation analysis and other compensation-related matters.
- Manages and administers all benefit programs, including medical, dental, life, AD&D, disability, vision and the 403B plan. Serves as the primary contact with external benefit brokers, carriers and other employment consultants on behalf of the church. Process the monthly benefit premium payments and ensure accurate accounting.
- Prepares presentations and forms for the pastors annual Terms of Call for Session and the Presbytery.
- Maintain employee policies, including periodic updates to the Employee Handbook as needed. Provide counsel to employees and managers on matters relating to employment (e.g., organization policies, compensation practices, benefit programs, etc.).
- Administer policies and procedures to ensure appropriate compliance, including background check requirements for all employees and volunteers (including maintenance of approved drivers list), and administering and overseeing the Sexual Abuse Awareness Training and compliance.

- Ensures that Colonial is in compliance with all federal and state employment laws. File employment reports with government agencies as required.
- Works with our insurance broker for vehicle and workman's comp coverage to ensure compliance with all policies.
- Maintain all employee files and records including those required for state preschool audits.
- Oversee and administer the staff annual performance review process.
- Supports payroll process by creating annual payroll and holiday calendar for all staff, ensuring employee records are properly maintained in the payroll platform, serves as backup for payroll processing team if needed, and reviews/approves final payroll files before submission.
- Serves as internal consultant to employees and managers on matters of employee relations (e.g., performance management, disciplinary process, conflict resolution, etc.). Advise Executive staff on organizational development and personnel issues, as needed.
- Administer the Employee Recognition program.
- Support the annual budgeting process by providing accurate employee roster information on pay and benefits.
- Performs other duties as required.

SKILLS & REQUIREMENTS

Required:

- A strong personal faith in Jesus Christ, including active involvement in a local church (membership in a local church preferred)
- A Bachelor's degree or equivalent in Human Resources, Business, and/or Organization Development
- A minimum of 10 years of progressive HR generalist experience which includes experience in all of the following areas:
 - compensation administration
 - benefits administration
 - employee relations
 - recruitment and hiring
 - performance management
 - federal and state employment laws and practices
- Excellent interpersonal and coaching skills.
- Strong communication skills, both verbal and written.
- Evidence of the practice of a high level of confidentiality.
- Well-developed facilitation skills.
- Demonstrated organizational and project management skills.
- Excellent computer skills in a Microsoft environment. Must include Excel and skills in database management and record keeping. Familiarity with HRIS and payroll software.

Preferred:

- Specialized training in employment law, compensation, organizational planning, organization development, employee relations, safety, and training.
- Professional certification (SPRH or PHR)
- Prior HR experience in a church or not-for-profit organization.

POSITION DETAILS

Type of Position: 4 days (32 hours) / week, Salaried, Exempt

Location Central Campus (officed at the South Kansas City campus) with a day per week at the OP campus

PHYSICAL DEMANDS

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the Director of Human Resources. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of this role.

While performing the responsibilities of the Director of Human Resources, the employee is required to speak and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

WORKING CONDITIONS

While performing the responsibilities of the Director of Human Resources these work environment characteristics are representative of the environment that the Director of Human Resources will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the Director of Human Resources.

While performing the duties of this role, the employee is occasionally exposed to moving mechanical parts and vehicles. The noise level in the work environment is usually quiet to moderate.

AGREEMENT

I have read and understand the duties and responsibilities of this position.

Signature _____ Date: _____

We endorse the above for this position and affirm our support to help them achieve within the ministry they have accepted.

EXEC. PASTOR _____ Date: _____

LEAD PASTOR _____ Date: _____

EXEC. DIR OF FINANCES AND ADMINISTRATION _____
Date: _____