

**JOB DESCRIPTION**  
**HUMAN RESOURCES MANAGER**  
Campus: Shared



**Ministry Area:** Administration

**Ministry Position:** Human Resources (HR) Manager

**Time Commitment:** 40 hrs/week, full-time salary, exempt status

**Report to:** Monika Kirbawy, Director of Finance & Human Resources

**Position Overview**

The Human Resources Manager is responsible for the Human Resource (HR) needs of Grace Church staff members at all campuses of Grace Church. This includes managing the hiring process, administering pay and benefits in coordination with the Payroll Manager, and educating staff on company policies and guidelines.

**Essential Job Functions**

- Manage the Grace Church of Greater Akron (GCGA) Hiring Process with each hiring manager and campus HR representative, coordinating with the Payroll Manager for compensation and benefits.
- Manage the onboarding processes for all new hires which include organizing the new hire orientation class, obtaining I-9 verification documents, tracking 30-60-90 day reviews, communicating and follow-up for IT needs, office requirements, and database management privileges.
- Operate as the Background Check Facilitator for new employees. Review CAPP/Background check documentation for employees to ensure compliance with CAPP and Background Check Policy.
- Management of the Paid Time Off (PTO) policy and usage.
- Management of the annual performance review process, including ensuring job descriptions are kept current annually.
- Manage off-boarding process including exit interviews.
- Work with the Director of Finance and Human Resources to research and mitigate employee-related legal risk especially related to complex, specialized, and sensitive questions and issues.
- Submit required employee reports ensuring compliance with federal, state, and local regulation.
- Maintain and update the Employee Handbook and notifying staff of any essential changes made.
- Documentation of all essential HR processes which include updating the all-campus organizational chart.
- Manage and update the Job Opportunities page on the Grace Church website.
- Maintain knowledge of best practices, regulatory changes, and new technologies in human resources and employment law.
- Other miscellaneous duties as required.

**Sensitive Information Disclosure:**

This role involves duties associated with the knowledge of staff compensation. I understand that, without exception, all compensation information is to be kept confidential at all times.

Initials: \_\_\_\_\_

## **Spiritual Life**

- Growing in faith as a believer in Christ (2 Peter 1:5-11).
- Must have a teachable spirit and servant's heart (Philippians 2:1-11).
- Has a vibrant prayer life, as this is the beginning to healthy ministry and job function (1 John 5:14).

## **General Requirements**

- Adheres to and supports the vision and philosophy of Grace Church and its leadership, including the Statement of Faith and Staff Creed.
- A committed and faithful attendee of Grace Church.
- Have attended or is in the process of attending the campus introduction classes to complete within six months of hire.
- Has a heart focused on ministry, not just a job.
- Will care for others by appropriately praying with, consoling, speaking of Christ and/or sharing scripture, always being concerned about the spiritual welfare of others.
- Is teachable and willing to learn how to develop both strengths and weaknesses.
- Possesses organizational and multi-tasking abilities and able to handle stressful situations with self-control and teamwork.
- Handles confidential matters and material with integrity and humbleness within a team environment. Requires an intuitive understanding of sensitive ministry information. Communicates information to pastoral staff as appropriate.
- Possesses a strong work ethic (We are the recipients of the Lord's money), working the required weekly hours.
- Is self-directed and a self-starter, pro-actively working independently with minimal supervision.
- Is proficient and confident in computer skills that include the programs of Microsoft Office; being willing to learn in-house management systems. Experience in WordPress is a plus.
- Has the ability to maintain a high level of accuracy in preparing and entering information developing processes to efficiently get the work finished promptly.
- Strive for excellence, not perfection.
- An eagerness to initiate or respond personally to the needs and questions of others connecting them to the ministry of Grace Church.
- A willingness to be part of the overall Grace staff team being flexible as assignments and/or weekly needs arise.
- Is dependable, thoughtful, and trustworthy.
- Has a professional, yet personal approach to ministry.
- Is willing to perform other duties as required in a spirit of servitude.

## **Measured by**

- 30-60-90 day new hire review by the Director of Finance and Human Resources.
- Annual Review by the Director of Finance and Human Resources.
- Input from staff, leaders, and volunteers.