

DIRECTOR OF HUMAN RESOURCES, CROSSPOINT CENTRAL

Position Title:	Director of Human Resources Full-Time, Exempt
Date:	TBD
Supervisor:	Crosspoint Executive Pastor of Operations
Purpose:	The Director of Human Resources is responsible to Crosspoint Church for all aspects of Human Resources (HR). This person will plan, develop, organize, implement, direct, and evaluate the church's human resources functions. In addition, this role will provide strategic leadership across the organization by serving on the Directional Leadership Team and being an adviser to the Personnel Committee, the campuses' Executive Leadership Teams, and staff supervisors on employee-related issues.

PRIMARY DUTIES:

1. Supervise the Assistant Human Resources Director and assign them responsibilities that can include any of the director's duties listed below that they can fulfill.
2. Monitor and ensure compliance with ACA, FMLA, FLSA, and all other relevant federal and state regulations, and advise Campus Pastors and Campus Executive Pastors on the legal implications of HR issues.
3. In coordination with the Business Administrator, manage payroll functions, including biweekly payroll processing, online timekeeping, sick leave/vacation, new hires, status changes, and termination to insure timely and accurate record-keeping
4. In coordination with the Executive Pastor of Operations, create a spreadsheet for the personnel budget to present to the Personnel Committee and input the info into the Shelby accounting system.
5. Work with providers in preparation of W2s, 1094's, and 1095s, as well as oversee annual audits and testing.
6. Lead the charge to create an excellent staff culture to make Crosspoint one of the best places to work.
7. Create, revise, and enact HR policies, to be approved by the Personnel Committee, that will facilitate health, well-being, and safety for the team, including a supportive work environment and an engaged workforce who are aligned with the mission, vision, and values of Crosspoint.
8. Responsible for ongoing staff in-service training on mandatory items such as safe sanctuary and training on policy revisions, when appropriate.
9. Work with the Executive Pastor of Operations to develop compensation and benefits plans (health insurance, retirement plans, and worker's compensation) that ensure the church remains internally equitable and externally competitive.
10. Work with everyone responsible for hiring staff on various aspects of the employee recruitment process including candidate identification, screening, interviewing, selection, hiring, and relocation. Guide the overall process for administrative or professional hires and play a support role in the hiring of Campus Pastors, Associate Campus Pastors/Ministers, and other key staff.
11. Identify and make the Personnel Committee aware of staffing needs.
12. In conjunction with supervisors, coordinate the review and revision of all job descriptions before posting staff positions.
13. Oversee all aspects of employee onboarding and offboarding processes including exit interviews.

14. Maintain employee personnel files and records to verify compliance with federal and state laws and regulations.
15. Work with supervisors to establish performance management or self-development plans for employees.
16. Assist supervisors and the Personnel Committee in employee reviews.
17. Keep Employee Handbook updated and offer suggestions for changes to the Personnel Committee.
18. Perform other duties as assigned by the Executive Pastor of Operations.
19. Uphold the Staff Covenant.

SKILLS DESIRED:

1. Dedicated follower of Jesus who sees their leadership of HR as a means to build the kingdom.
2. A minimum of a bachelor's degree in Human Resources, Business Administration, or another relevant field.
3. Prior experience with a church or religious organization preferred.
4. Human resource management experience with five years of experience at a senior leadership level.
5. PHR or SHRM CP certification.
6. Exceptional attention to detail.
7. A consummate team player.
8. Excellent written and verbal communication skills.
9. Ability to establish strong professional relationships with peers, employees, and vendors.

KEY PERFORMANCE MEASUREMENTS:

1. Key indicators
 - a. The health of the staff culture.
 - b. The level to which the staff feels listened to and supported by the HR Department.
 - c. The accuracy with which all the job duties are performed.
2. Fulfillment of individual goals
3. Semi-Annual performance evaluation

CONTINUING EDUCATION DESIRED:

Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies, to maintain knowledge of industry trends and employment laws and ensure church compliance.