



## **JOB DESCRIPTION**

### **Human Resources Manager**

Human Resource Team  
Operations Department

Reports To: Executive Director of Operations  
Category of Employment: Professional; **Full-Time**  
Payroll Status: Salaried, Exempt  
Office Hours: **Minimum of 40 hours per week**  
Supervisory Responsibility: Human Resource Specialist  
Human Resource Assistants

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*The mission of Compassion Christian Church is to lead people to a life-changing relationship with Jesus Christ.*

### **Job Summary**

To further the mission of the Church by effectively leading the Human Resources team.

### **Minimum Qualifications**

- 1. Experience:** Minimum of five (5) years experience in Human Resources, Office Administration, or a related field.
- 2. Education:** Must have a minimum of a Bachelor's degree from an accredited institution or the equivalent with preference given to candidates having a degree in business, human resources, or related fields. Consideration will be given to candidates having experience and demonstrated proficiency in field.
- 3. Knowledge, skills, and gifts:** Candidate must exhibit excellent computer knowledge, experience and proficiency with Microsoft Office applications including Word, Outlook, Excel, Publisher and PowerPoint. Candidate must exhibit excellent organizational and interpersonal relational skills. Candidate must be tried and proven in ministry and have a passion to share Jesus. Candidate must demonstrate a Christ-like attitude in words and actions, being able to work with a wide variety of people. Candidate must be able to problem solve, maintain and protect confidentiality, and have excellent written and verbal skills. Must be a motivated and effective recruiter and manager of volunteers.
- 4. Physical Demands:**
  - a. May be called upon for lifting, pulling, bending, carrying, and pushing as needed to set up activities and events.
  - b. Operation of church vehicles.

### **Expectations**

1. Clearly exemplifies leadership and CCC values.
2. Exhibits a meaningful and growing personal relationship with Jesus Christ.
3. Engages in a regular and ongoing (meeting at least monthly) accountability relationship with a staff partner or other approved person.
4. Recognizes that our work is important and deserves our very best.

### **Conditions of Employment**

1. Models the Biblical standard of personal conduct and lifestyle.
2. Supports and adheres to the CCC Policies and Procedures Handbook.
3. Must be an active, participating member of Compassion Christian Church or another Bible-believing church.

**Duties and Responsibilities (Essentials)**

1. General staff responsibilities:
  - Maintain in notebook (CROAKER) all ministry tasks and functions specific to position.
  - Participation in monthly "All-Staff Meetings", as well as called departmental meetings, and other required staff events.
  - Responsible for the overall direction, coordination, and evaluation of the Human Resources Department.
  - Develop programs that contribute to a positive work environment.
  
2. Specific ministry duties and responsibilities:
  - Perform annual salary and pay range evaluation to ensure consistency within the organization and competitiveness with other like churches and the marketplace.
  - Facilitate adherence to the Policy and Procedures, including training, coaching and corrective action when necessary.
  - Directs any required internal posting or external advertising for hiring initiatives. Oversee the recruiting process, conducting searches for potential candidates to fill pastoral and support staff positions
  - Facilitates interviews of candidates. Make all Pastoral job offers and ensure proper offer letters and Benefit Sheets are completed and presented to all candidates.
  - Assist in coordination of periodic and annual evaluation processes, to include final compilation and distribution of Salary & Benefit Sheets.
  - Facilitate staff mediation processes as necessary.
  - Oversees the analysis, maintenance and communication of records required by law or local governing bodies, or other departments in the organization.
  - Coordinates the annual renewal of medical/dental insurance contracts as well as the employee benefit election process.
  - Liaison between staff and 403b administrator, and responsible for adhering to plan documents.
  - Legal liaison as it pertains to employment and as needed church matters
  
3. This job description is not meant to be an all-inclusive statement of every duty and responsibility that will be required of an employee in this position. Therefore, additional duties may be assigned.

**Performance and Evaluation**

Success in the position will be measured according to the performance assessment tool approved by the Lead Executive Pastor. Performance will be evaluated in relevant areas, including but not limited to: completion of ministry goals and individual tactics, communication, teamwork, leadership, creativity, responsibility, self motivation, attitude, and potential for growth.

**Employee Acknowledgement**

My signature will acknowledge that I have read and understand the above Job Description. Further, I understand that this Job Description provides position essentials and the general duties, responsibilities, and specifications of the position; that it may be changed at any time to meet the needs of CCC; and, that it in no way constitutes an employment contract or otherwise alters my "employment at will" relationship with Compassion Christian Church.

Printed Name of Staff Member:

\_\_\_\_\_  
**Signature of Staff Member**

\_\_\_\_\_  
**Date**

Job Description Approved: \_\_\_\_\_(HR Initials) \_\_\_\_\_(DH Initials) *Revised 9/21/2020*