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| **Job Title** | *Human Resources Director* |
| **Reports to** | *Executive Pastor of Administration* |
| **Full-time** | *Salaried position* |

**Job purpose**

Lakes Church seeks to honor the Lord and fulfill the Great Commission by being One Church in Multiple locations. Our purpose is to glorify God by making Jesus Christ known throughout our community and beyond. The Human Resources Director is responsible for managing all activities and functions directly related to the management of employee relations and development.

**Duties and responsibilities**

1. Collaborates with senior leadership to understand the organization's goals and strategy related to staffing, recruiting, and retention.
2. Under the direction of senior leadership, plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the organization's human resource compliance and strategy needs.
3. Manages or oversees the administration of core human resource programs, including compensation and benefits, employee records management, and occupational health and safety compliance.
4. Collaborates with senior leadership to design and implement employee training and development initiatives aimed at enhancing performance and productivity.
5. Supports senior leadership in resolving employee relations issues, conducting workplace investigations, and managing disciplinary actions, including terminations, in accordance with organizational policies and legal requirements.
6. Monitors and ensures the organization's compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance.
7. Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to senior leadership.
8. Develops and implements departmental budget.
9. Recruits, interviews, hires, and trains new staff in the Human Resources department.
10. Assists with weekly payroll processing and auditing.
11. Performs other duties as assigned.

**Qualifications**

1. A mature Christian faith and a demonstrable lifestyle of following Jesus Christ.
2. An active member of Lakes Church or a church of like faith.
3. Adheres to the Baptist Faith and Message (2000).
4. Sign a Statement of Cooperation of Lakes Church.
5. Supports the leadership and vision of Lakes Church.
6. Successfully complete a Background Check and Child Safety Training.
7. Bachelor’s Degree in Human Resources or equivalent combination of experience and education in human resources. Preferably 5 years of related human resource experience working in a church/school environment.
8. SHRM-CP or SHRM-SCP preferred.
9. Proficient in Personality Profile systems and Skills assessment resources.
10. Proficient with Microsoft Outlook, Word, and Excel.
11. Proficient in or ability to utilize database management systems.
12. Proficient with or the ability to quickly learn the ADP payroll system.

**Character**

1. A humble, servant heart that is in line with the vision of Lakes Church and will support and follow the leadership of the senior pastor and church leadership.
2. Self-starter mentality.
3. Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
4. Excellent organizational and leadership skills; ability to handle multiple tasks and use independent judgment in prioritizing time and responsibilities.
5. A willingness to learn, grow and adjust as the job may require. The willingness to work a flexible schedule including evenings and weekends.

**Direct reports**

The Human Resources Director works under the supervision of the Executive Pastor of Administration and is accountable to the Senior Pastor, Executive Pastor of Ministry and the Personnel Committee.

**Accepted**

I have read and understand the job description and I am willing to accept this position.

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Name (Printed) Date

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