



Human Resources Director Job Description

It is the vision of Grace Fellowship to be a house of prayer for all nations. Our Mission is to relationally make disciples who make disciples. The foundation for disciple-making at Grace Fellowship is relationship; we will relationally make disciples who in turn are themselves relational disciple-makers. And this starts with the staff family. Each of us will seek to incorporate a relational approach and pursue our job within the context of being a relational disciple-maker.

First and foremost, personally and spiritually, the Human Resource Director is to walk with God. We each are called to cultivate a healthy relationship with Him, and at the same time maintain a healthy personal/family life. These are our most important responsibilities; everything else is subordinate to these.

First and foremost, vocationally, the Human Resources Director serves both a strategic and administrative role for Grace Fellowship and its staff. This position should seek to set the tone for the culture and holds primary responsibility for all activities of the human resources function including, but not limited to, compensation and benefits, payroll administration, and employee relations.

Principle Function

This role reports to the Administrative Pastor and is located at Grace Fellowship offices in Katy, TX. This role is responsible for all activities of the human resource function including, but not limited to, compensation and benefits, payroll administration, and employee relations.

Role and Responsibilities

- Serve as a relational connection to the entire Grace Fellowship staff. Provide a welcoming “open door” policy to help ensure staff view HR in general, and the HR director in particular, as an ally in navigating management and personnel development, needs and issues.
- Benefits Administration: Serve as liaison between insurance carriers and advisors for the administration and renewals of employee benefits. Analyze annual renewal bids for benefits from agent and present recommendations to the Administrative Pastor.
- Compensation: Assist in annual salary increase analysis, bonus calculations and communication.
- Report and monitor worker's compensation claims and employees on leaves of absence (including FMLA, STD/LTD).
- Monitor and apply federal and state laws changes related to compensation, benefits and other regulations (i.e. – ACA, FLSA, etc.).
- ADP & Payroll Administration: Oversee payroll processing and reporting.



- Serve as liaison between church and the payroll company for all payroll needs.
- Assist employees and managers with policy clarification and variations.
- Counsel supervisors in employee relations issues and disciplinary process.
- Oversee formal and informal performance evaluations and coach supervisors in performance issues and development opportunities.
- Serve as primary contact in screening, hiring and on-boarding for new employees including background and reference checks.
- Monitor and update employee policies handbook.
- Assist ministries in departmental structure and reorganizations, setting personnel policies / practices, writing job descriptions, sourcing candidates for new or open positions as needed.
- Onboard new employees.
- Monitor the internal HR needs of the organization; relevant external HR trends; new legislation effecting employee and retirement needs.
- Setup and maintain all employee files and paperwork.

Job Requirements:

- Bachelor's degree in HR or similar business-related field of study.
- Minimum 7 years of HR-related work experience.
- Active certification through SHRM (SHRM-CP or SHRM-SCP) and/or HRCI (PHR or SPHR) preferred.
- Prior experience working in a church preferred.
- Excellent verbal and written communication skills.
- High proficiency with all Microsoft products (Word, Excel, Outlook, PowerPoint)

General Requirements:

- Be a believer in Jesus Christ and committed to a lifestyle of following and knowing Him.
- Be a worshipper of the Living God, determined to worship Him in spirit and truth.
- Be involved in ongoing discipleship for spiritual growth and encouraging those around you to do the same.
- Be committed to the mission of the church to help people follow Jesus and take the gospel to all the earth.
- Be a person of integrity and honor in all matters in and out of the church.
- Be dedicated to excellence in all that is done in the church to the glory of God

Salary & Benefits

The full-time salary will be commensurate with experience. Grace Fellowship has a competitive benefits package, including paid vacation, church-paid health insurance for employees, long & short-term disability insurance, and a 403(b) plan.

**Working Hours**

You are encouraged to develop a working schedule that maximizes both time with your family and productive time accomplishing the job. It is assumed that you will work a minimum of 40 hours per week Monday - Friday.

Work Authorization

Employees must be authorized to work in United States under Federal requirements.

Other Duties

Note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.