



Holy Trinity Church

Human Resources Director · April 2024

NAME:

REPORTS TO: Executive Pastor

JOB PURPOSE: Assist Senior and Executive Pastor with HR and Staffing needs of HTC.

TYPE: Part-time, Non-exempt, 20 hours per week.

KEY RESPONSIBILITIES:

Human Resources:

- Recruit: assist in drafting job descriptions, work alongside recruiters as needed, liaise with candidates, schedule interviews
- Support performance management cycle: establish clear expectations for staff, ensure ongoing opportunities for feedback and development
- Conflict resolution: manage employee concerns and complaints
- Alongside Senior Pastor, mediate employee relations and performance issues and provide counsel to managers on appropriate methods for performance management
- Create a cycle to develop, evaluate, and improve policies
- Ensure compliance with employee & labor laws and regulations
- Maintain confidential staff records
- Employee onboarding/off-boarding
- Prioritize health and safety of employees
- Communicate updates or new policies to team
- Benefits coordinator

Finance:

- Work with Executive Pastor and Financial Director to evaluate financial processes and policies & procedures
- Oversee staffing costs, establishing an annual budget for human resources

Payroll, Taxes, and Compliance

- Ensure compliance with all federal, state, and local tax laws, including liaising with legal counsel, as needed
- Work with accounting/tax firm on and prepare work papers for annual tax returns and annual audits
- Financially manage and maintain all liability and building insurance programs
- Manage payroll compensation, processing, benefits, and insurance programs for staff

Internal Operations:

- Develop, implement, enforce, and evaluate policies and procedures alongside Senior Pastor and Executive Pastor
- Work with Senior Pastor and Executive Pastor to create staff evaluations
- Track paid time off and leave for all staff
- Provide ongoing employee training and development as needed
- Manage Virginia SCC filings for Holy Trinity Georgetown Pike, Inc.

Essential Expectations:

- Be a part of church wide events and team meetings
- Be able to maintain a high level of confidentiality
- Be flexible due to the nature of the role

Benefits:

- Paid time off
- Opportunities for professional development