



Staff Role Description

Human Resources Specialist

Ministry:	Human Resources
Reports To:	Accounting Supervisor
Average Hours Per Week:	40
Job Type:	Non-Exempt
Last Revision Date:	July 2022

Role Overview

The Human Resources Specialist will be responsible for all general human resources functions for The Chapel in a manner that honors, embraces and embodies our culture, priorities and leadership. The areas of responsibility include recruiting support, life cycle management (on-boarding to termination), payroll administration, benefits administration and other areas as directed by the Accounting Supervisor or Executive Pastor.

General Requirements

The Human Resources Specialist must embody the purpose, vision and values of The Chapel, as outlined below, by being a visible example and model to all those within their scope of influence.

Our **PURPOSE**: *To help people come alive to God*

Big Idea: Revival -- All of God in all of us for all of our world

Revival happens when we help our people ...

- Carry the Christianity of Jesus
- Pray Heaven to Earth
- Be a Force for Good
- Live as part of a Kingdom Community

Our **VISION**: *To help ignite a spiritual revolution*

We want to see our purpose of helping people come alive to God happen on a grand scale by multiplying Kingdom Communities through ...

- Widespread Spiritual Awakening (All of God)
- Revitalization of the Church (All of us)
- Transformation of Society (All of our world)

Our **VALUES**: *We are a people completely giving ourselves to God and others, believing Him for really big things, never pretending to be anything we aren't – and finding ways to enjoy life and have a lot of fun along the way.*

- Be All-In: A fully-committed people who come in third
- Have Expectant Faith: He is who he said he is and will do what he said he will do
- Be Authentic: Honest, forthright, plain-spoken and integrity-filled
- Have Fun: Vibrant, winsome, joyful people

Human Resources Specialist

Additionally, the Human Resources Specialist must ...

- Be an example of the type of Christ follower that we want our people to become by holding to our statement of beliefs, practicing our approach to ministry and embodying our culture
- Demonstrate a passion and aptitude for making disciples of Jesus and embrace genuine Christian community as the primary vehicle of discipleship at The Chapel
- Believe that the Holy Spirit indwells and empowers every follower of Jesus, and consistently experience the very power and presence of God at work inside, through, and around themselves as they participate in God's mission in the world
- Share in the continued mission of Jesus by consistently ministering, through the power of the Holy Spirit, God's presence, love, truth, and power to all those encountered
- Have a strong relationship with God, as evidenced by a healthy devotional and moral lifestyle
- Have a strong family life, as evidenced by the quality of the relationship with their spouse and children (where applicable) and their ability to effectively manage their finances
- Be inspiring, motivating others to sacrifice for God
- Be an effective communicator, formally and informally, verbally and with the written word, with warm and engaging interpersonal skills that are both relational and inspiring
- Have demonstrated abilities as an action-oriented leader, have good follow through, and have high level of multi-tasking abilities
- Possess a desire to continually learn new skills and processes
- Have strong interpersonal skills and demonstrated ability to communicate policies and procedures and ensure adherence
- Have the ability to manage detailed work while still understanding the bigger picture
- Be able to work with minimum supervision and still complete high-quality work while meeting deadlines
- Have a college degree or equivalent professional training
- Have the ability to travel to and work at different campuses and locations of The Chapel as needed
- Have proven and successful experience in all areas under the Primary Responsibilities

Primary Responsibilities

- Oversee the on-boarding process for all new hires by preparing offer letters for approval, partnering with other ministry areas (IT, Facilities, Communications, Campuses, etc.) for necessary equipment, communication and training, conducting new hire orientations, benefit enrollment, 30/60/90 day check-ins, relational advocate program, etc.
- Respond to all benefits inquiries for medical, dental and retirement plans and manage the enrollment process for new hires and during open enrollment. Provide administration of PTO, leaves of absences, COBRA, workers' compensation and other plans/benefits as needed.
- Serve as the payroll administrator by entering and maintaining all staff information in the payroll system, provide reporting as needed, assist with financial audits (as they relate to payroll) and run payroll on a bi-weekly basis.
- Ensure compliance, security and maintenance of information by sustaining high standards of security, confidentiality and organization for all HR communication, records, employee files, hard copy and electronic files, policies and procedures, payroll and compensation information, job descriptions, staff performance, etc.

Human Resources Specialist

- Manage the performance management process by writing and editing performance review documents as needed, distributing to all staff on-schedule with all necessary instructions, ensuring completion and submission of all performance reviews and providing guidance to supervisors regarding the process, completion, follow-up and on-going maintenance of staff performance.
- Provide support in the execution of performance improvement plans and conflict management issues.
- Oversee the management of The Chapel's Staff Handbook by ensuring all staff have access, new staff receive appropriate training, and any necessary updates and edits are made in a timely fashion and well as any necessary communication to current staff regarding changes to the Handbook.
- Provide administrative support, as needed, for recruiting-related needs such as scheduling and hosting interviews, preparing itineraries, making travel and hotel arrangements, managing hotel contracts to ensure the best rates and relationships, conducting background checks, etc.
- Perform other general HR responsibilities as needed including, but not limited to, writing/editing job descriptions, preparing role/compensation change letters, completing employment verifications, maintaining staff organizational charts, actively participating in team projects and providing general care and support to all staff.

This staff role description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.