

Human Resources Coordinator Christ Church

The Human Resources Coordinator is a full-time exempt position. This key role will help shape Christ Church's human capital strategy by overseeing talent acquisition, compensation, employee retention, and legal compliance. This is a specialized role that blends standard corporate Human Resources with the unique cultural, spiritual, and legal requirements of a religious organization. The Human Resources Coordinator of Christ Church will serve as trusted advisor to the Lead Pastor and Executive Leadership Team.

Responsibilities

- **Strategic Planning:** Collaborate with Executive Directors and church staff to align and develop a personnel strategy around long-term church objectives including organizational design and workforce planning.
- **Recruitment:** Develop and facilitate a recruiting process that will ensure the attraction and retention of talent across all ministries.
- **Compliance and Risk Management:** Monitor federal and state employment laws to minimize legal risks, ensure policy consistency, and maintain secure personnel records.
- **Employee Relations:** Mediate conflicts and disagreements through confidential discussion and discernment, conduct investigations, advise on disciplinary action if needed, and promote a fair working environment. The Human Resources Coordinator will serve as a bridge between Directors and Staff. This person will facilitate dispute resolution while helping to build a positive work culture to support the church's vision, strategy, and core values.
- **Compensation and Benefits:** Work with the Executive Director of Finance to design and manage competitive pay structures and benefits packages to attract and retain personnel.
- **Mission Alignment:** Ensure all HR policies, job descriptions, and hiring practices reflect the church's ministry goals and mission statement.
- **Volunteer Risk Management:** Support the various ministries with mandatory background checks, safe sanctuary training, and safety screening protocols for all volunteers working with children and vulnerable adults.
- **Talent Stewardship:** Standardize recruitment, onboarding, and performance review metrics that evaluate both professional competence and cultural-spiritual fit. Develop a performance management process that ensures employees receive constructive feedback and recognition. Manage the employee onboarding process to ensure a smooth transition for new hires.
- **Policy Administration:** Write, update, and enforce the employee handbook to protect the church legally while maintaining an atmosphere of grace.
- **Budget Oversight:** Working with the Executive Director of Finance, design and prepare the overall personnel budget of the church on an annual basis to ensure the efficient use of resources.
- Other duties and projects as assigned by the Executive Director of Finance and Administration

Qualifications

- Bachelor's degree in Human Resources, Business Administration, or a related field of study
 - 5-8 years of progressive HR experience
 - Excellent interpersonal and communication skills with the ability to build relationships with all levels of the church
 - Well-rounded experience across various HR functions including talent acquisition, compensation and benefits, compliance, and training.
 - Strong interpersonal and communication skills, both oral and written.
 - Experience working with Human Resource Information Systems and payroll systems. Working knowledge of ADP preferred.
 - Proficiency in Microsoft Office software suite
 - Ability to train others.
 - An ability to multitask and manage sensitive and detailed-oriented situations with absolute confidentiality.
 - Must respect, support, and personally model the values of Christ Church.
 - A growing faith in Jesus Christ & exhibited passion for the Bible.
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- **Supervisor:** Executive Director of Finance and Administration