WOODLANDS CHURCH

HR Director

*We aspire to be a Christ-centered community helping people faithfully follow Jesus both locally and globally.*

**PURPOSE**

The Human Resources Director supports the health and effectiveness of Woodlands Church by developing and maintaining strong human resource, payroll, volunteer vetting, and safeguarding systems across the organization. This role provides consistent administration of employment practices and personnel policies while overseeing the churchwide process for appropriately screening and approving volunteers to serve.

The Human Resources Director also leads the Safeguarding Team, helping Woodlands Church develop thoughtful policies and navigate complex safeguarding situations with biblical wisdom, consistency, care, and appropriate confidentiality. This role serves as a trusted resource to staff and ministry leaders while ensuring decisions and responsibilities remain with the appropriate organizational leadership.

**Reports To:** Business Operations Ministry Leader
**Position Type:** Full-Time (40 hours per week), Director

**WOODLANDS STAFF MINISTRY EXPECTATIONS**
No matter what your particular role is on our team, you are conducting and supporting the ministry activities of Woodlands Church. Following are the expectations we have for how ministry is accomplished by all members of our staff at Woodlands.

**Love God/Christ-Centeredness**
Maintains a consistent connection and commitment to Christ; Seeks His direction and strength in fulfilling ministry responsibilities; Seeks to model Christian life by living out the Woodlands Purpose and Priorities; Exhibits Fruit of the Spirit (love, joy, peace, patience, kindness, good ness, faithfulness, gentleness, and self-control). Gal 5:22-23

**Love Others/People First**
Values and respects each individual they interact with; Expresses a warm, friendly, gracious attitude.

**Participation**
Are a member of Woodlands Church or will be prayerfully considering membership; Active participation in Sunday services; Prioritize attendance at Congregational Meetings.

**Self-Management**
Organizes and prioritizes well; Uses time efficiently; Consistently produces high quality work; Meets deadlines; Actively seeks to improve job skills; Seeks to develop, improve, and maintain a high level of professional knowledge for given areas of responsibility.

**Teamwork/Relationships**
Works well on a team:  Helpful to coworkers; Works effectively with others; Accepts constructive feedback; Supports teamwork through open and honest communication; Encourages and recognizes the contributions of others; Fully engaged in team activities and meetings; Resolves conflicts gracefully; Guards the unity of the team.

**Flexibility/Innovation**
Identifies, shares, and is receptive to new ideas; Adapts to new situations; Helps others overcome resistance to change; Recognizes problems and works to find new and unique solutions to solve them; Works to improve existing processes; Uses creative and innovative thinking to contribute to organizational and individual objectives; Contributes to group processes to set plans and resolve problems.

**Communication**
Represents Woodlands Church well in all interactions with others; Listens to others; Shows sensitivity and caring; Responds promptly to inquiries; Maintains confidentiality.

**PRIMARY ASSIGNMENTS**

**Human Resources Administration**

- Maintain accurate and confidential employee records, personnel documentation, employment agreements, policy acknowledgments, and other required HR records.
- Coordinate administrative processes related to employee onboarding, transitions, and offboarding in partnership with the appropriate Ministry Leader.
- Administer established HR policies and processes consistently across Woodlands Church.
- Serve as a resource to employees and supervisors regarding established personnel policies, procedures, and employment-related questions.
- Coordinate required employment documentation, recurring acknowledgments, and other HR administrative requirements.
- Support the Business Operations Ministry Leader with HR-related projects, documentation, and organizational processes as needed.
- Administer and act as liaison with various employee benefits programs and vendors including group health, life, disability, and retirement plans

**Employee Onboarding & Employment Support**

- Coordinate the HR components of onboarding new employees, ensuring required documentation, policies, systems, and employment processes are completed.
- Support established hiring processes through appropriate administrative coordination, documentation, and communication.
- Help ensure staff transitions and offboarding processes are completed consistently and appropriately.
- Maintain current personnel policies and employee resources in partnership with the Business Operations Ministry Leader and appropriate leadership.
- Provide administrative support for employee benefits and other established employment programs while coordinating with outside providers as necessary.
- Protect employee confidentiality and appropriately elevate employment concerns to the Business Operations Ministry Leader or other designated leadership.

**Payroll**

- Serve as the primary contact with our payroll service provider to administer and process bi-weekly payroll, update all compensation changes, and ensure all payroll related taxes and reports are filed in a timely manner.
- Assist employees with all payroll related questions.

**Churchwide Volunteer Vetting**

- Oversee the volunteer vetting process across all ministries of Woodlands Church, ensuring established safeguarding requirements are completed before individuals begin serving.
- Maintain accurate and confidential records of volunteer applications, background checks, references, interviews, required training, and other screening requirements.
- Communicate clearly with volunteers and ministry leaders regarding screening requirements, outstanding steps, renewals, and approval to serve.
- Partner with ministry staff to ensure consistent application of volunteer vetting standards across all ministry environments.
- Maintain systems for recurring background checks, policy acknowledgments, training renewals, and other ongoing safeguarding requirements.
- Identify concerns arising through the vetting process and appropriately elevate situations requiring additional review or discernment.

**Safeguarding Policy & Systems**

- Help develop, maintain, and evaluate Woodlands Church safeguarding policies in partnership with the Safeguarding Team and appropriate church leadership.
- Ensure volunteer vetting practices and safeguarding procedures remain aligned with established church policies.
- Identify gaps, inconsistencies, or emerging concerns and recommend improvements to safeguarding policies, systems, training, or practices.
- Help communicate safeguarding expectations and policy updates to staff and ministry leaders.
- Equip ministry leaders with the information and resources necessary to consistently implement safeguarding practices within their ministry areas.

**Safeguarding Team Leadership**

- Lead and facilitate the Safeguarding Team, gathering approximately once a month to provide wisdom and guidance regarding safeguarding practices and complex situations within Woodlands Church.
- Prepare agendas, gather relevant information, facilitate discussion, document recommendations, and coordinate appropriate follow-up.
- Foster a team culture characterized by biblical wisdom, discretion, compassion, consistency, and appropriate confidentiality.
- Bring appropriate recommendations from the Safeguarding Team to the Business Operations Ministry Leader, Executive Ministry Leader, Elders, Ministry Leaders, or other designated leaders.
- Maintain appropriate documentation of safeguarding discussions, recommendations, and resulting decisions.

**Complex Situations & Leadership Support**

- Serve as a trusted resource to staff and ministry leaders when safeguarding questions or nuanced situations arise.
- Gather relevant information and engage the Safeguarding Team when additional wisdom or perspective is appropriate.
- Provide recommendations to appropriate leadership while recognizing that final decisions remain with the Elders, Ministry Leaders, or other designated authorities.
- Recognize and appropriately escalate situations requiring immediate leadership involvement, professional consultation, or reporting in accordance with church policy and applicable requirements.
- Handle sensitive personnel and safeguarding information with the highest degree of integrity, discretion, and confidentiality.

**QUALIFICATIONS**

- A clear testimony of faith in Jesus Christ
- Embraces Woodlands' Purpose and Priorities as a member of or a view to becoming a member of Woodlands Church
- Experience with payroll processing
- Proficiency in Microsoft Excel
- Ability to handle sensitive information with the highest degree of integrity and confidentiality
- Strong organizational skills and the ability to multi-task
- Strong administrative, analytical, and problem solving skills
- Excellent written and verbal communication skills
- Ability to interact well with staff and others

**Preferred**

- Proficiency in google workspace, planning center, propresenter, and similar ministry softwares preferred.
- A degree in a related field is preferred