HR Generalist

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| **Ministry Area/Department** | UCFM ministries |
| **Position** | HR Generalist |
| **Reports To** | Area Director for Administration |
| **Ministry Target** | Church leadership staff |
| **Position Is** | Stipend |
| **Position May Be Filled By** | Church member in good standing |
| **Minimum Maturity Level** | Stable, maturing Christian, tither |
| **Spiritual Gifts** | Administration • Exhortation • Service/Helps • Teaching |
| **Talents or Abilities Desired** | Able to communicate well with others |
| **Best Personality Traits** | Dependable • Friendly • Professional • Neat • Personable • Organized • Effective Communicator • Insightful • Cooperative |
| **Passion For** | Involving all Christians in the work of the ministry according to their individual spiritual gifts, personalities, and interests |
| **Length of Service Commitment** | One year minimum |

# Anticipated Time Commitments

1. **Doing ministry/preparing for ministry:** two to four hours a week
2. **Participating in meetings/training:** one hour each week when possible for leadership meetings and quarterly as directed by the Area Director and/or Pastor

# Purpose

# The HR generalist will assist the Pastor and Area Directors with defining job responsibilities and interviewing members along with recommending areas of service based on spiritual gifts, personalities and interests. The HR generalist will also be responsible for managing church wide feedback and evaluations of area performances as well as the learning and development process for all staff. ( SWOT- IDP etc..) The HR Generalist will also manage certain aspects of the ADP Workforce Now system to manage performance management, onboarding, and hiring processes.

# Responsibilities/Duties

Duties of the HR Generalist include:

1. Content expert on Pastor’s Vision for the Church as well as each department’s vision, structure, processes, measurements, and recognition systems of that ministry.
2. In partnership with the Area Director, ensure each staff member and recruit has a clear job description.
3. Ensure each job description is posted to Workforce Now.
4. Conduct initial screening interviews for candidates for positions within the church to ensure the ministry has the right people in the right place for optimal performance.
5. Meet with Department leaders quarterly and turn in an evaluation to the pastor following the meeting. Meetings with department leaders are scheduled on the office calendar.
6. Assist the Pastor with the quarterly leadership institute:
   1. Recognize department leaders
   2. Evaluate what the ministry is doing or has done over the last quarter
   3. Provide feedback to department leaders from feedback cards
7. Conduct an annual ministry evaluation with the congregation. Provide feedback at monthly staff meetings.
8. Assist the Pastor with the agenda for the monthly staff meetings.
9. Meet with the Pastor each First Sunday at 9:00am to discuss ministry progress and organize staff meeting for the month.
10. Conduct semiannual church-wide survey and evaluation of systems, educational opportunities, and worship services.
11. Assist the Pastor and Area Directors in developing a strong culture around UCFM’s 8 core values.