



Position Profile

HR (Full-Time)

Reports To: Kevin Cook, Executive Pastor

Purpose: To further the mission of Cross Point by effectively leading the Human Resources department in developing policies, directing and coordinating human resources activities, such as employment, compensation, benefits, training, and employee services.

Skills & Abilities

- Leadership capabilities
- Humble, honest, and have a servant's heart
- Eye for details and the capacity to see the big picture
- Highly organized and able to manage many details on different projects
- Be discrete with regard to confidential information
- Strong written and verbal communication skills
- Ability to work cross functionally with different departments/campuses
- Team player
- Self-motivated
- Passion for the vision of Cross Point and the Staff Values

Responsibilities

- Responsible for the overall direction, coordination, and evaluation of the Human Resources Department.
- Perform salary and pay range evaluations to insure consistency within the organization and competitiveness with other like churches and the marketplace.
- Assists the Executive Pastor and individual Department Heads with personnel forecasts to project employment needs.
- Oversight of adherence to the Policy and Procedures including progressive coaching and corrective action when necessary.
- Assist in the strategy for staffing positions, and help build job profiles and compensation.
- Oversee the hiring and recruiting process for all new and open positions.
- Insure all applications are in order including criminal background checks, any pre-employment screening, and all other documentation as required by church policy and State and Federal laws.
- Coordinate details for all interviews.
- Make all job offers and insure proper offer letters and Benefit Sheets are completed and presented to the candidate.
- Conduct orientation of new staff as it pertains to human resource issues.
- Assist in coordination of periodic and annual appraisal processes to include final compilation and distribution of Benefit Sheets.

- Assist in evaluation of training programs and assessment and appraisal tools on an annual basis.
- Oversees the analysis, maintenance and communication of records required by law or local governing bodies, or other departments in the organization. Keeps Employee Manual current.
- Administers employee benefits programs to include health insurance and 403(b).
- Counsels employees regarding professional development and other employee relations issues.
- Help develop programs that contribute to a positive work environment.
- Oversee Workers' Compensation claims by filing routine forms, assisting employees with medical claim forms and other related duties.
- Serve as Payroll Administrator and ensure Cross Point is compliant in all aspects related to IRS rules and employer/employee law
- Serve as the liaison between Cross Point and third-party payroll service.
- Assist managers in the use of Staff Development funds by triggering teams to utilize various opportunities (i.e. notification of upcoming conferences, simulcasts, livestreams, resources, etc.)
- Facilitate Performance Planning/Review process