

Human Resources Manager

November 2022. Reports to diocesan Bishop. Exempt, part-time / 0.25 FTE (500 hours annually).

SUMMARY

The Human Resources Manager provides human resources support for clergy and lay employees of the diocese and congregations in the areas of compensation and benefits.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Administer benefits for clergy and lay employees of the diocese and congregations with the Church Pension Group (CPG) for insurance (medical, dental, short- and long-term disability, group term life) and pension plans (defined benefit, defined contribution and voluntary contribution), including
 - Enrolling new and eligible employees with support of the Business Administrator.
 - Assisting congregations and employees resolving compensation and benefit issues.
 - Providing resource materials to participants, especially for annual enrollment and leadership (i.e. wardens, treasurers, vestry members).
 - Reviewing compensation and benefits and advising participant and bishop of any issues.
 - Participation in regular continuing education, especially CPG sponsored events.
- Administer hiring processes of clergy and lay employees, including
 - Assisting leadership in executing Covenants, Letters of Agreement, or other documents with clergy, lay employees, congregations, or other entities.
 - Conducting orientation for clergy and lay employees or newly ordained, including insurance, pension, taxes, policies, forms, and information for ministry benefit.
- Assist congregations and clergy in transition from active service to retirement.
- Work with the Safe Church coordinator to assure abuse prevention requirements are done.
- Work with the Office Administrator to initiate background checks and maintain personnel files.
- Work with the Safe Church coordinator to assure abuse prevention requirements are done.
- Perform other related duties as needed.

QUALIFICATIONS, EDUCATION and/or EXPERIENCE

- Master's Degree or equivalent, with 3-5 years of administrative experience.
- Knowledgeable in human resources.
- Ability to be responsible for confidential and time sensitive material and work without supervision using independent judgment.
- Excellent verbal communication, written communication, and organizational skills.
- Ability to operate office equipment such as computers, copiers and phone systems.

CONDITIONS

- Flexible workload averaging 10 hours each week with flexibility to accommodate workload needs.
- Benefit eligibility for active participation in accordance with diocesan policies and practice.
- Occasional travel on an accountable reimbursable basis.
- Annual performance appraisal.