

**FREE METHODIST WORLD MINISTRIES CENTER  
JOB DESCRIPTION**



**DIRECTOR OF HUMAN RESOURCES**

Ready to make a difference? As an exciting Christian nonprofit global ministry, the Free Methodist Church – USA has an excellent career opportunity for a bright, energetic, organized, personable candidate with a heart for ministry.

**JOB SUMMARY**

The Human Resources Director has general responsibility for directing, administering, and overseeing the personnel related functions for the daily operations of the Human Resources Department. This involves developing, implementing, and coordinating policies and programs covering employment; along with employee relations, recruiting and staffing, wage and salary administration, orientation and training, performance management, safety and health, benefits and employee services, administering the denominational pension program, department website, and supervision of Human Resources Department staff.

The Director serves as a member of management and assists supervisors in handling questions, interpreting policy, and administering programs for the staff of the WMC. The Director works with the supervisor of each department regarding personnel matters. Unresolved issues will be taken to the chair of the Operating Committee or his or her designee. The Director assures that company policy is administered in a uniform manner.

In addition, this position communicates with denominational leaders and conference staff in relationship to personnel process issues related to the pension plan, and other Human Resources issues.

The Director administers the following benefits and services:

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**BENEFITS:**

- Insurance programs for employees. This includes medical, dental, vision, life, disability, and any other optional coverage. This includes working with insurance agencies on renewals and benefit schedules to maintain the best coverage possible within the budget.
- Pension administration for the denomination and World Ministries Center staff. Director certifies benefit certificates, reviews calculations, answers questions from many levels makes comparisons, and makes sure the plan document is followed. Director meets with the Benefits Committee and works closely with the chair, develops the agenda, coordinates committee meetings, and prepares necessary reports, communicates problem issues, and needed change. Director works with the pension actuarial firm in identifying, reviewing, analyzing, and making changes in benefits and software improvements.
- Visit conferences periodically and provide workshops.
- Optional 403(b) tax deferred annuities.
- Flexpro program—Section 125.
- Retiree programs—Medicare reimbursement and Retiral Assistance supplemental program.
- Worker's compensation—Provide annual audit figures, file claims, and communicate with facilities.
- Promote maintaining a safe accident-free environment.

## COMPENSATION:

- Payroll processing and record keeping for employees, management, and federal and state regulation needs through ADP.
- Attendance/benefit tracking—reports.
- Calculating vacation and sick time.
- Wage and salary classification programs.
- Review pay classifications and new incentives.

## STAFFING:

- Recruiting, interviewing, screening, posting of jobs.
- Hiring, orientation of new employees, exit interviews, dismissals.
- Maintain records, applications on file for hiring, personnel files, and job descriptions.
- Develop and process performance reviews.
- Training and development of staff.

## EMPLOYEE/EMPLOYER RELATIONS:

- Advising supervisors and employees on employment related issues. Direct employees with personnel forms, records, procedures, and policy interpretations.
- Compliance officer for harassment claims and grievance filing.
- Maintain employee handbook and provide updates to employees.
- Service awards for tenure – presented at the Christmas Carol Sing program each year.
- Support office for employees' Friendship Club. Human Resources Director serves as an advisory member of the club's board of directors.
- Social functions and/or staff retreats.

## PLANNING:

- Provide statistics and benefits comparisons when requested. Reviewing, analyzing, and providing information regarding systems, personnel policies, etc.
- Stay current on employment and compliance regulatory issues and advise managers.
- Work with strategic development planning initiatives.

## SAFETY AND WELLNESS:

- Promote programs and be in direct contact with any committees in cooperation with the Friendship Club.

## FINANCIALS:

- Maintain department operational and pension support budgets. Approve all department expenditures and provide accounting of benefit expenditures to departments as requested.
- Annual Audit – coordinator for the pension audit; provide information for pension/operations audit.

## ORGANIZATIONAL MEMBERSHIPS:

- Church Benefits Association (CBA), Church Alliance – attends annual conference
- Church Benefits Association Mid-size group
- Christian Leadership Alliance (CLA) – attends annual conference
- International Foundation of Employee Benefit Plans
- Indy SHRM – attends various workshops

## OTHER DUTIES:

- Other responsibilities as requested.

## **QUALIFICATIONS AND DEMONSTRATED ABILITIES/SKILLS**

- Strong communication and organizational skills and be able to multi-task.
- Must maintain confidentiality.
- Experience in human resource management and supervision preferred along with knowledge of federal and state employment laws.
- Be familiar with human resource management—compensation, benefits, staffing, and research with an emphasis on pension administration.
- Ability to handle sensitive personnel matters in a timely and professional manner.
- A critical thinker along with an ability to negotiate in bringing others together to try to reconcile differences.
- Ability to look at the big picture as well as to be able to track with the details that support it.
- Ability to read, analyze, and interpret reports as well as write reports, business correspondence, and procedure manuals.
- Ability to submit a yearly budget and manage finances to stay within that budget.
- Ability to work with figures and understand basic accounting and financial reports.
- Experience in handling people in a variety of situations.
- General office skills, good computer skills and an understanding of database management and software applications.
- Working knowledge of the Free Methodist Church preferred along with a heart and passion for serving God's people.
- Certification in HR; Associates Degree; Bachelor's Degree; or equivalent experience.

### **PHYSICAL DEMANDS:**

Regularly required to talk, hear, see, and use hands and fingers to operate a computer keyboard and telephone. There is no special vision requirement.

### **WORK ENVIRONMENT:**

Regular interaction with other employees and guests. The noise level in the office work environment is usually low. Travel may be required periodically.

Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Interested individuals should submit a resume and complete an online application at: <https://hr.fmcusa.org/employment-application>.