



## POSITION DESCRIPTION

<b>Title:</b> Church Business Administrator/Human Resources Manager	
<b>Reports to:</b> Board of Directors	<b>Department:</b> Church Office Staff
<input checked="" type="checkbox"/> <b>Full-time</b> <input type="checkbox"/> <b>Part-time</b>	<input type="checkbox"/> <b>Nonexempt</b> <input checked="" type="checkbox"/> <b>Exempt</b>
<p><b>Position Summary:</b></p> <p>The Church Business Administrator/HR Manager provides strategic oversight of the church’s business operations and human resources to ensure effective stewardship of resources and alignment with the church’s mission. This role ensures compliance with all legal, insurance, and regulatory requirements, manages daily administrative functions, and fosters a safe, efficient, and supportive environment for ministry. The CBA/HR Manager leads staff in accordance with church policies, the HR manual, and the employee handbook.</p>	
<p><b>Essential Duties and Responsibilities:</b></p> <p><b>Operations Management</b></p> <ul style="list-style-type: none"> <li>• Oversee the successful operations of the Family Life Center. Oversee the successful operations of the following:             <ul style="list-style-type: none"> <li>○ Office Staff</li> <li>○ Creative Services</li> <li>○ Media Ministries</li> <li>○ Music Department</li> <li>○ Culinary Ministries</li> <li>○ Nursery</li> </ul> </li> <li>• Provides IT support and oversees the operation of all church technology systems, including the development of standard operating procedures and guidelines.</li> <li>• Collaborates closely with the Trustee Board to develop strategic technology plans and to evaluate and select vendors for equipment and software.</li> </ul> <p><b>Human Resources</b></p> <ul style="list-style-type: none"> <li>• Supports all aspects of interviewing, hiring, terminations, position development, performance evaluations, salary reviews, and training and development for church staff.</li> <li>• Provides coaching, guidance, and mentorship to all Beulah Missionary Baptist Church staff members.</li> <li>• Oversees the performance review process and support the ongoing development of staff.</li> <li>• Manages external HR vendors and directs HR-related projects.</li> </ul>	



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### **Project Management**

Oversees the planning and execution of key organizational projects, ensuring delivery on time, within budget, and in alignment with defined specifications. Responsibilities include establishing project scope, managing resources and budgets, mitigating risks, guiding cross-functional teams, and maintaining strong communication with stakeholders.

#### Planning and Prioritization

- Defines project scope, develops timelines, sequences tasks, and allocates resources to ensure milestones and deliverables are achieved.

#### Monitoring and Control

- Tracks progress against established schedules, manages budgets, and ensures all project outputs meet required quality standards.

### **Additional Duties and Responsibilities:**

Additional duties may be assigned by the Board of Directors.

### **Required Qualifications**

- Bachelor's degree in business, human resources management, or a related discipline. An MBA is preferred.
- Minimum of 7 years of progressive supervisory and managerial experience.
- Strong verbal and written communication skills.
- Proven ability to work effectively with staff, leadership, and diverse teams.
- Demonstrated interest in health, wellness, and fitness.
- Proficiency in Microsoft Windows and related software applications.
- Exceptional organizational and time-management skills.
- Solid understanding of employment law, compensation practices, organizational planning, organizational development, and employee relations.

### **Preferred Qualifications**

- Administrative leadership in a church or faith-based setting.
- Strong knowledge of business operations and human resources principles.
- Proven skill in supervision, effective interpersonal communication, relationship-building with internal and external stakeholders, cultural awareness, sound decision-making, and efficient time management.
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### **Desired Competencies:**

- Strong understanding of human resources principles, practices, and procedures.
- Ability to translate organizational goals and ministry plans into the HR capabilities and workforce strategies needed to support them.
- Capacity to influence, collaborate with, and effectively engage church leadership.
- Knowledge of succession-planning methodologies and the ability to support talent identification and development.



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- Demonstrates strong collaboration skills and the ability to work cross-functionally with the pastor and various ministries.
- Ability to communicate clear, concise information across verbal, written, and other communication formats.
- Demonstrated ability to handle confidential matters with the highest level of discretion, tact, and professionalism.
- Understanding of church business operations, including organizational functions, policies, and procedures.

**Scope and Impact:**

Position has recurring work situations that involve having a high attention to detail. It is important that BMBC Human Resources Manual be followed as a guide for operational direction.

**Working Conditions:**

The physical requirements outlined above reflect what an employee must be able to do to carry out the essential duties of this role. Reasonable accommodation may be provided to support individuals with disabilities in performing these essential functions.

**Limitations and Disclaimer:**

These requirements reflect the minimum knowledge, skills, and abilities needed for the role. To perform successfully, the employee must demonstrate the capacity to carry out each responsibility effectively. Employment in this position continues on an at-will basis.

### Acknowledgement of Receipt and Understanding

Employee (print name):

Employee Signature:

Date:

Approved by Department Head:

Received by Human Resources: