

## **Resolution #27 - Human Resources (Personnel) Professional**

**Subject: Human Resources (Personnel) Professional**

**From: Provincial Development Ministry Group**

**WHEREAS**, the Southern Province has a responsibility:

- ?? To provide human resource guidance and education to those in our Province who act on behalf of the PEC, agencies, boards, and congregations in the capacity of overseeing church employees and volunteers;
- ?? To ensure compliance with increasingly complex human resource requirements; and

**WHEREAS**, the human resource professional is responsible for overseeing the organization's human resource function including policies and procedures, employment law, employee relations, benefits and performance management (refer to Exhibit 1 for job description of human resource professional); therefore be it

**RESOLVED, That** the Provincial Elders' Conference shall employ a full-time human resource professional at an estimated initial annual cost to be determined by the Provincial Financial Board. (i.e. salary, benefits, and administrative costs); and

**RESOLVED, That** the human resource professional shall chair the Human Resource Advisory Committee.

Approved by Finance Committee

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### **Exhibit 1 Job Description**

Human Resource Professional  
Moravian Church in America  
Southern Province

#### **Overall Responsibilities**

The Human Resource Professional is responsible for oversight of the human resources functions of the Moravian Church in America, Southern Province including policies and procedures, employment law, employee relations, benefits, performance management, internal communication, and chair the Human Resource Advisory Committee.

#### **Reports to:**

Provincial Elders' Conference

#### **Primary Areas of Responsibility**

- ?? Plan and formulate human resource policies and procedures that meet the needs of the Moravian Church Southern Province, a Human Resource Policy Manual, and New Employee Orientation Program.
- ?? Serve as a consultant for human resource issues at congregational and provincial levels.
- ?? Ensure compliance with federal, state and local employment laws and regulations to safeguard against potential legal issues such as child abuse charges, wrongful termination and others.
- ?? Foster clear, concise internal communication regarding human resource functions and procedures.
- ?? Standardize hiring and orientation procedures for new employees.
- ?? Provide guidelines for performance evaluations, transfers, promotions, and terminations of employees.
- ?? Provide support in the planning and execution of compensation programs.
- ?? Manage the administration and communication of employee benefit plans and programs.
- ?? Standardize and provide guidance for disciplinary and grievance procedures.
- ?? Oversee the maintenance of human resource records.