



MIDLAND FIRST UNITED METHODIST CHURCH

315 W Larkin St, Midland, MI 48640 (989) 835-6797

Position Title	Human Resources and Administrative Services Director	
Report To	Lead Pastor	
Position Type	Full time	
Salary Range	FUMC will pay a competitive wage for the position, with exact compensation determined based upon specifics of the chosen candidate.	
Schedule	Monday-Friday, 7:30-4:30	40 hours per week
Position Summary	Midland First United Methodist Church in Midland, Michigan seeks applications for a Human Resources and Administrative Services Director. As the lead executive office director for a church of over 700 members with 13 full or part-time staff, this position is critical to providing a positive, welcoming and efficient environment supporting a broad range of ministries, interacting with a wide variety of groups using the building and supporting critical pastoral administrative needs.	
Responsibilities And Duties	Key areas of responsibility will be as the supervisor for direct hire employees, human resources for all direct hire employees, including policies, processes and support of supervisors, as well as executive assistant support for the Lead Pastor. This individual also will be responsible for management of the overall office environment including distribution of administrative tasks and oversight of the use of the building. In addition, this individual will have fiduciary responsibilities as a check signer for the church and approver of staff expense reports.	

Ideal Candidate	The ideal candidate will have a bachelor’s degree specializing in Human Resources, Business or Office Management, and/or 5 or more years of experience in human resources or office management. Although ordained pastors are welcome to apply, ordination is not required for this position, and this is not an appointed position within the UMC denomination.
Qualifications/ skills	<ul style="list-style-type: none"> ● Must be a person of honesty, integrity, teachability, and compassion facilitating a pleasant work environment ● Must have the utmost discretion and maintain strict confidentiality of sensitive matters ● Excellent active listening skills ● Ability to make oneself clearly understood by employees with a range of personalities and communication styles ● Have knowledge of current labor laws and regulations ● Be a motivational leader, good listener and effective communicator ● Possess proficient computer skills (Microsoft suite: Outlook, Word, Excel, PowerPoint, Google Calendar, TEAMS, Publisher) and ability to learn ProPresenter, Power Church, Planning Center Services, Mail Chimp ● Experience with website maintenance and social media are beneficial ● Must be well organized with excellent written and verbal communication skills ● Understanding of the liturgical calendar is helpful
Church Description	Helping people to know, love and share Jesus Christ. We’re a congregation that places a high priority in following Jesus’ command to “love your neighbor.” We believe God has called us to show His love in each of our lives- everyday. Our core values are to be Invitational, Biblical, Worshipful, Missional, Transformational, and Relational.
To Apply	Please email cover letter and resume to HR.MidfirstUMC@gmail.com.