



FBCSH

FIRST BAPTIST CHURCH SOUTH HILL

**PART-TIME
HR GENERALIST
(15-20 hour per week)
POSITION DESCRIPTION**

First Baptist Church South Hill
3633 Galberry Rd. | Chesapeake, VA 23323
Rev. Reginald Wise, Senior Pastor
www.fbcsouthhill.com





ABOUT US

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First Baptist Church South Hill (FBCSH) is a vibrant, multigenerational church committed to leading people to a growing relationship with Jesus Christ through worship, discipleship, evangelism, service, and community.

Rooted in our African American Baptist heritage, we are passionate about reaching people inside and outside the walls of the church and developing fully devoted followers of Christ.

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ABOUT THE POSITION

First Baptist Church South Hill is seeking a dedicated Part-Time Human Resource Generalist to help carry out our church's mission by managing key HR responsibilities. This position will oversee recruitment and onboarding, maintain personnel records, ensure compliance with federal and Virginia labor laws, and support staff through benefits administration, training, development, and performance reviews.

Working in partnership with the Business Administrator and Executive Pastor, the HR Generalist will serve as a trusted resource to staff and leadership while fostering a Christ-centered, professional, and legally compliant workplace. This role is essential in creating a positive environment where employees and volunteers can thrive in their service and worship.



QUALIFICATIONS

- Bachelor's degree in Human Resources, Business Administration, or related field (or equivalent experience).
 - Minimum of 3 years of HR generalist or related HR experience preferred.
 - Strong knowledge of HR compliance, laws, and best practices.
 - Excellent organizational and communication skills.
 - Ability to maintain confidentiality and handle sensitive matters with integrity.
 - Strong interpersonal skills with the ability to build trust and foster collaboration.
 - Proficiency in Microsoft Office and HRIS systems (preferred).
 - Commitment to supporting a Christ-centered mission and values.
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GENERAL EXPECTATIONS

- Demonstrates a strong and growing personal relationship with Jesus Christ.
 - Upholds FBCSH's mission, vision, and values.
 - Exhibits professionalism, integrity, and a spirit of service.
 - Maintains confidentiality at all times.
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RESPONSIBILITIES & DUTIES

RECRUITMENT & ONBOARDING

- Manage recruitment, job postings, applicant screening, and hiring processes.
- Coordinate new employee orientation and onboarding to integrate staff into church culture.
- Maintain accurate position descriptions and employee files.

EMPLOYEE RELATIONS & COMPLIANCE

- Serve as a resource for staff on HR policies, benefits, and workplace concerns.
- Ensure compliance with federal, state, and local labor laws and church policies.
- Support conflict resolution and promote a positive, Christ-centered work environment.
- Maintain confidentiality in all employee matters.

BENEFITS & PAYROLL SUPPORT

- Administer employee benefits, enrollments, and updates.
- Partner with the Business Administrator to provide accurate employee information for payroll processing.
- Maintain records of compensation, leave, and benefits in compliance with church policy and law.
- Backup for processing payroll.

TRAINING & DEVELOPMENT

- Support training initiatives, workshops, and staff development plans.
- Assist with annual performance review process.
- Recommend development resources to support ministry and leadership growth.

HR ADMINISTRATION

- Maintain employee and volunteer handbooks, updating policies as needed.
- Assist in compensation planning and staffing analysis.
- Prepare HR reports for the Business Administrator and Executive Pastor.



CORE TEAM VALUES

The HR Generalist is expected to embody and model these values in life and ministry:

Die to Self – God’s will, God’s way, not ours. (Matthew 16:24)

Integrity – We walk our talk. (2 Corinthians 8:21)

Servant Leadership – We lead by serving, not commanding. (Matthew 20:26)

Compassion – We see something, feel something, and do something. (Matthew 14:14)

Innovation – We don’t react to the future—we create it. (Exodus 31:1–4)

Passion – We go for the lost at all cost. (Luke 19:10)

Love – We love God, we love our families, and we love people. (Matthew 22:37–39)

Excellence – We give God nothing less than our very best. (Daniel 6:3)

Sower – We put our money where our ministry is. (Matthew 6:21)

Honor – We value people over programs. (1 Peter 2:17)

Impact – We work to make a difference, not just a living. (Acts 17:6)

Prayer – We pray about everything before we attempt anything. (1 Thessalonians 5:17)
