FIRST BAPTIST CHURCH SOUTH HILL
POSITION DESCRIPTION

FULL-TIME

DIRECTOR OF PEOPLE & CULTURE

Human Resources | Staff Support | Workplace Culture

POSITION SNAPSHOT

REPORTS TO Business Administrator	LOCATION Hybrid	Chesapeake, VA
EMPLOYMENT Full-time	Exempt	40 hours per week	PAY RANGE $50,000.00

OUR MISSION

Helping people live the life they were made for by knowing Jesus personally, growing more like Jesus daily, and showing the love of Jesus boldly.

Rev. Reginald Wise, Senior Pastor

WHO WE ARE

ABOUT FIRST BAPTIST CHURCH SOUTH HILL

First Baptist Church South Hill (FBCSH) is a vibrant, multigenerational church committed to helping people live the life they were made for by knowing Jesus personally, growing more like Jesus daily, and showing the love of Jesus boldly.

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. Anchored in John 10:10, we believe God has called us to be a church where people experience and live out the abundant life found in Christ.

THE ROLE

ABOUT THE POSITION

The Director of People & Culture leads Human Resources for First Baptist Church South Hill. This full-time role builds the HR function, establishes compliant systems, supports staff and leadership, and aligns HR practices with the church's Christ-centered mission. Responsibilities include recruitment, onboarding, benefits and compensation support, compliance, employee relations, performance management, culture building, HR administration, payroll, and timekeeping coordination.

KEY RESPONSIBILITIES

HR systems, recruitment, compliance, employee relations, and culture

01 Develop and document the HR Department launch plan.	08 Review benefits, support compensation planning, and coordinate with benefit brokers and payroll administrators.
02 Build core HR systems, workflows, policies, and platforms for onboarding, timekeeping, leave management, and personnel records.	09 Manage HRIS, support payroll as needed.
03 Lead recruitment for approved positions and maintain accurate job descriptions.	10 Provide weekly leadership updates on HR priorities, open items, and deadlines.
04 Prepare interview materials and communicate promptly with candidates, panelists, and church leadership.	11 Maintain staff visibility through on-site availability or intentional check-ins at least twice per month.
05 Create onboarding processes, checklists, benefits information, and required documentation before each employee’s first day.	12 Provide accessible HR support, coordinate team building, and support conflict resolution.
06 Review and update employee and volunteer handbooks and personnel documentation.	13 Promote a Christ-centered workplace and help supervisors implement formal performance reviews.
07 Maintain compliance with federal, state, and church policies and conduct personnel file audits.	

EXPERIENCE & FIT

QUALIFICATIONS

MINIMUM QUALIFICATIONS	PREFERRED QUALIFICATIONS
• A minimum of three (3) years of HR experience required. • Bachelor's degree in Human Resources, Business Administration, or a related field, or equivalent experience.	• HR generalist experience in a church, nonprofit, or small-organization environment. • Experience with Paycor or PayDay.

SKILLS & COMPETENCIES

The technical, relational, and ministry-centered capabilities needed to thrive in this role.

• Knowledge of HR compliance, employment law, and HR best practices.	• Proficiency with Microsoft Office and HR technology platforms.
• Strong organization, communication, planning, deadline management, and attention to detail.	• Ability to work independently while collaborating effectively with internal and external partners.
• Ability to create clear processes, manage multiple priorities, and improve operational consistency.	• Commitment to the church's Christ-centered mission and values.
• Sound judgment, confidentiality, discretion, and integrity in sensitive matters.	• Demonstrates servant leadership, compassion, innovation, excellence, honor, impact, and prayer.
• Relationship-building, strategic-thinking, problem-solving, and culture-stewardship skills.	

MISSION ALIGNMENT

Ensure that First Baptist Church South Hill has dependable people practices that strengthen compliance, staff support, operational consistency, and a Christ-centered workplace culture.

PHYSICAL REQUIREMENTS

This position requires the ability to sit, stand, walk, use a computer and standard office equipment, communicate clearly, and occasionally lift or move items up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MENTAL & SENSORY REQUIREMENTS

This position requires the ability to read, write, analyze information, exercise sound judgment, maintain confidentiality, manage multiple priorities, communicate effectively, and use close visual acuity for computer work, written materials, and standard office tasks. The role also requires hearing and speaking sufficient to participate in conversations, meetings, interviews, and telephone or virtual communications. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

HOW WE SERVE

CORE TEAM VALUES

The behaviors and commitments that shape how we serve together.

Die to Self God's will, God's way, not ours.	Integrity We walk our talk.	Servant Leadership We lead by serving, not commanding.
Compassion We see something, feel something, and do something.	Innovation We don't react to the future - we create it.	Passion We go for the lost at all cost.
Love We love God, we love our families, and we love people.	Excellence We give God nothing less than our very best.	Sower We put our money where our ministry is.
Honor We value people over programs.	Impact We work to make a difference, not just a living.	Prayer We pray about everything before we attempt anything.

COMPENSATION & EMPLOYMENT

PAY RANGE $50,000.00

- Full-time | Exempt | 40 hours per week.
- Direct reports: None.

WORKING CONDITIONS

- Hybrid position requiring both on-site availability and remote work as appropriate.
- Collaborates with church leadership, staff, volunteers, candidates, benefit brokers, payroll administrators, and external partners.
- Requires reliable preparation and attendance for interviews, onboarding sessions, and staff-engagement activities.

WORK HOURS & ATTENDANCE

- Standard work schedule is 40 hours per week, coordinated with the supervisor based on ministry and operational needs.
- Regular, reliable attendance and punctuality are essential, including availability for scheduled on-site meetings, interviews, onboarding sessions, and staff engagement activities.
- Remote work requires timely responsiveness by email, phone, or virtual communication during scheduled work hours.
- Planned absences, schedule changes, or inability to work scheduled hours should be communicated to the supervisor as early as possible and in accordance with church policy.

FIRST BAPTIST CHURCH SOUTH HILL · Helping people live the life they were made for.

POSITION DETAILS & APPLICATION

Department: People & Culture / Human Resources
Date listed: August 24, 2026 | Closing date: Until Filled

Supervision received: Senior Pastor / Business Administrator. Provides HR leadership, guidance, and support to church staff and HR processes; formal supervisory authority is not specified.

Qualified applicants must apply via the church website:

https://fbcsouthhill.com/careers