

Human Resources Director

Campus: Friends Church/Yorba Linda Campus

Church Size: 6,000+

Ministry Scope: Full time, Exempt

Compensation: \$80,000-\$90,000

Reports to: Executive Director of Operations

About Friends Church

Friends Church is a growing, multigenerational community located in North Orange County, California. We are committed to becoming a community of authentic Christ-followers, compelled to change our world. We believe the community matters—and we are passionate about helping everyone know and follow Jesus.

Position Summary

The Human Resources Director at Friends Church is responsible for developing and executing strategies that attract, retain, and grow exceptional talent while fostering a healthy, mission-aligned staff culture. This role leads HR systems and processes that directly impact team performance, engagement, and compliance—ensuring every employee is equipped and empowered to succeed in their role and contribute meaningfully to the church's mission.

What You'll Do

Talent Acquisition and Staffing

- Lead a proactive recruitment strategy to attract top-level talent that aligns with Friends Church culture and values.
- Partner with hiring managers to develop clear job descriptions and candidate profiles.
- Oversee all stages of the hiring process including job posting, candidate screening, interviewing, and selection.

Onboarding, Offboarding and Training

- Design and manage a comprehensive onboarding experience that equips new staff for early success and cultural alignment.
- Develop training programs and professional development opportunities that support staff growth, leadership development, and ministry effectiveness.
- Oversee offboarding and exit interviews for employees.

Performance and Evaluation Systems

- Oversee annual staff evaluation processes to ensure timely, meaningful, and measurable performance reviews.
- Equip leaders with tools and coaching to give consistent feedback, recognize performance, and address underperformance.

Compliance and HR Operations

- Ensure compliance with employment laws, risk management insurance and protocols, and internal policies.
- Maintain accurate employee records, benefits administration, and documentation processes.
Partner with legal and finance teams to manage liability, compensation standards, and organizational policy updates.

Culture and Staff Care

- Help cultivate a healthy, value-aligned staff culture through programs, communication, and care strategies.
- Serve as a trusted partner and advisor to staff on workplace concerns, conflict resolution, and organizational alignment.

Benefits and Liability Insurance

- Oversee payroll and understand processes.
 - Liaison between church and benefits and liability brokers to ensure programs and policies are in place for staff annually.
 - Participate in contract negotiations.
 - Ensure all eligible new hires receive appropriate insurance information.
 - Coordinate Open Enrollment employee paperwork annually
 - Reconcile Monthly Bills
 - Oversee the 401K plan as the 401K Administrator ensuring all eligible employees are educated.
 - Participate as the Custodian of Records and Agency Head for Applicant Agency Justice Connection (AAJC) through the DOJ.
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What We're Looking For

- *Strategic Thinking* – Ability to build systems and processes that align with long-term vision and organizational needs.
 - *Empathy and Emotional Intelligence* – Builds trust, listens well, and leads with compassion and fairness.
 - *Execution and Follow-Through* – Manages projects to completion with excellence and attention to detail.
 - *A personal relationship with Jesus Christ* - must have a heart for ministry.
 - *Collaboration* – Works effectively with cross-functional teams, department heads, and senior leaders.
 - *Confidentiality and Integrity* – Handles sensitive information with discretion and professionalism.
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Education and Experience

- Bachelor's degree in human resources, Business Administration, Organizational Leadership or related field (master's degree preferred). Minimum 5-7 years of progressive HR Leadership experience. SHRM-CP or SHRM-SCP certification preferred. Strong knowledge of employment law, HR systems, and best practices. Church or nonprofit experience is strongly preferred.
 - Payroll processing and reports.
 - Excellent content creation, writing, and editing skills to produce clear and compelling materials.
 - Strong organizational, leadership, and project coordination skills.
 - Ability to move fluidly between strategy and hands-on execution.
 - Strong communication and collaboration skills.
 - Self-starter with a strong ownership mentality and growth instincts.
 - Passionate about helping people find belonging and purpose in community.
 - A personal and active relationship with Jesus Christ, living a Christ-centered lifestyle.
 - A strong commitment to the mission and values of Friends Church.
 - A commitment to regularly attend Friends Church on weekends, participating in a Life Group, and giving.
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Join Our Team

At Friends Church, you'll have the incredible opportunity to shape the spiritual formation of people to become authentic Christ Followers compelled to change the world. You'll work with a supportive team that values innovation, authentic relationships, and measurable impact.

We offer:

- **Comprehensive Benefits:** Retirement plan with employer match, parental leave, professional development allowance, and generous holiday and sick pay.
- **Professional Growth:** Opportunities for advancement within a multi-campus church environment, conference attendance, and continuing education support.
- **Collaborative Team:** Work alongside passionate staff and volunteers.

Ready to Shape the Future?

If you're ready to invest in people to become Christ-followers compelled to change the world, we invite you to apply and join our mission.

[Apply today](#) and help us build the church of tomorrow.

Friends Church is committed to building diverse communities that reflect the kingdom of God. We encourage applications from candidates of all backgrounds who share our mission and values.