

ABC Human Resources Committee Statement of Interest

Members of Antioch Baptist Church (ABC) interested in serving on the ABC Human Resources Committee, must complete this brief statement of interest. If you have any questions, please email the point of contact listed below.

Please complete the information and save the file with the name HR and Your Last Name (For example: HR Brown and **Send the completed form to abcnominations@antioch-church.org**

Point of Contact: Tujuanna Williams at tujuannawill@gmail.com

Human Resources Committee Membership and Tenure (Open positions in bold):

- Chair: 3-year term; option for one additional term (tiebreaker vote only); appointed by the Senior Pastor
- **4 lay members:** 2-year term; option for one additional term; approved by ABC Leadership Team (**Open**)
- **2 Youth/Young Adult Members;** 1-year term; appointed by Pastor (provides opportunity to engage in church work (**Open**))

Human Resources Committee Duties

- Provides oversight of Antioch's personnel practices and policy
- Supports and advises the Senior Pastor and Executive Pastor regarding human resource matters, as appropriate
- Advises Antioch Officers and members regarding personnel matters (e.g., contracts)

Desired Qualifications

- Experience as a human resource or personnel specialist (current or past)
- Experience in employer/ employee relationships, recruiting, hiring, succession planning, compensation, bonus analytics (knowledge of some key areas preferable)
- Organizational and Communication Skills (written and verbal)
- Active Listening skills
- Discretion and confidentiality when handling sensitive, confidential, and personal information
- Member in good standing at ABC and demonstrated engagement in ABC ministries and learning

For Youth and Young Adults -- Desire to learn or have exposure to these areas for future internship opportunities, job experience or college major.

Please provide a written response covering the information below, **not later than November 13, 2024** (not to exceed 2 pages).

- Name
- Why do you want to serve on the ABC Human Resources Committee?
- Briefly describe the skills you would bring to the position and how they align with the qualifications stated above.
- List the ministries, church activities, Christian education, and spiritual growth areas in which you are/have served/participated.
- Additional documentation requested: Along with SOI please provide a copy of your current resume or Bio.