

## **HR Resource Person for OGS**

### **Background**

The Office of the General Secretary (OGS) for the American Baptist Churches USA is currently in a transition phase as the Board of General Ministries searches for their next General Secretary. Dr. C. Jeff Woods has been asked to serve as Acting General Secretary during this interim period.

One of the positions that needs to be filled is the position of Human Resources (HR) resource person. It is intended that the person who fills this position during the interim period would serve until a new General Secretary is called at which time the General Secretary may wish to review and alter the status of this position. During the interim period and beyond, either party may immediately terminate this contracted agreement at any time.

### **The role of the HR resource person is to:**

- Serve the HR needs of the Office of the General Secretary according to the current staff guidelines for OGS
- Respond to staff concerns from the office staff
- Offer occasional training in sexual harassment and other relevant policies
- Provide an explanation of ADP services as needed
- Oversee the HR duties of the office person who is responsible for HR administrative support
- Provide counsel regarding staff terminations, retirements, and new hires
- Report directly to the Acting General Secretary
- Work remotely or on site in the office as determined by need

### **Compensation**

- The HR resource person will be compensated \$50.00/hour plus expenses including mileage reimbursement and lodging.
- Contract work will involve up to 25 hours/month for the first eight months and will be renegotiated thereafter.

### **Resolution**

Pursuant with ABCUSA Standing Rule 18.7, be it resolved that the Executive Committee of the Board of General Ministries approves and deems reasonable the proposed compensation for services rendered from Judith Christiansen who is currently a member of the Board of General Ministries. The actual compensation will be kept on file on the General Secretary's office.

Note: Judith Christiansen was not present when this action was taken, nor was she counted as part of the quorum for this meeting.