



## **IMMEDIATE POSITION OPENING**

3/6/2023

### **Director of Ministerial Wellbeing**

(Full-Time, Exempt Position)

The Director of Ministerial Wellbeing is responsible to oversee and administer Geneva's programs that serve the wellbeing of our ministers and to work with the Vice President of People & Culture to develop new wellbeing programs, as appropriate. He or she will also oversee Geneva's Relief programs, advocate for the needs of those we serve before the church at large, and work with the Director of Philanthropic Giving to raise the necessary funds for Geneva's Relief efforts.

Please see Job Description for more detailed information.

#### **PLEASE DIRECT INQUIRIES/RESUMES TO:**

Geneva Benefits Group  
ATTN: Heather Chambliss  
1700 N. Brown Road, Ste 106  
Lawrenceville, Georgia 30043  
Email: [heather.chambliss@genevabenefits.org](mailto:heather.chambliss@genevabenefits.org)

Applicants must complete the following:

- Cover Letter Included
- Resume Included
- Affirm the below Employer Statement, by checking this box and return a copy of this page
- In Agreement with Geneva's Statement of Faith (see attached)

#### **Employer Statement**

Geneva Benefits Group not discriminate against any person on the basis of race, color, gender, national origin, age, disability, or veteran status, whether in hiring, promotion, pay, or benefit decisions. Nevertheless, as a Christian ministry, Geneva reserves the right to hire only those individuals who make a credible profession of faith in Jesus Christ and who demonstrate qualifications for the position being filled. While as a church entity, Geneva is not subject to the Americans with Disabilities Act, Geneva does not discriminate against any qualified individuals with a disability. Geneva will make reasonable accommodations to allow a disabled employee to perform the essential functions of his or her job whenever possible. It is the responsibility of the disabled employee to request an accommodation of his or her physical or mental disability by contacting his or her supervisor.

## **About Geneva Benefits Group**

As an agency of the Presbyterian Church in America (PCA), the role of Geneva Benefits Group is to “Prepare, Protect, and Nurture” ministers, missionaries, lay employees and their employing ministries through the provision of employee benefits, financial consultation and counseling. This is accomplished through providing the benefits and educating eligible PCA ministry partners about them. The benefits include the plans, programs and services provided through Geneva, including the PCA 403(b) Retirement Plan, PCA Group Insurance Plans, the Geneva Relief Fund program, and the counseling ministries of ServantCare and Cherish.

### **Our Vision**

We believe the gospel advances and the church thrives as men and women who serve PCA ministries grow spiritually and financially healthy.

### **Our Values**

**We Know You:** We Understand Ministry Life

**We Know How:** We Continuously Pursue Excellence

**We Care:** Relationships Are Our Bottom Line

### **Our Mission Statement**

We guide PCA pastors and ministry workers through the complexities of financial planning and employee benefits, so they and their families are able to live generously in every season of ministry.



Job Title	Department	Reports to	FLSA Status	Date Prepared
Director of Ministerial Wellbeing	People & Culture	Vice President People & Culture	Exempt	3/6/2023

**Job Title: Director of Ministerial Wellbeing**

**Summary**

Geneva is committed to pursuing holistic health for PCA pastors and ministry workers. We believe that the gospel advances and the church thrives as these servants grow spiritually, relationally, and emotionally healthy. The Director of Ministerial Wellbeing is responsible to oversee and administer Geneva’s programs that serve the wellbeing of our ministers and to work with the Vice President of People & Culture to develop new wellbeing programs, as appropriate. He or she will also oversee Geneva’s Relief programs, advocate for the needs of those we serve before the church at large, and work with the Director of Philanthropic Giving to raise the necessary funds for Geneva’s Relief efforts.

**Responsibilities**

- Oversee and implement Geneva’s programs designed to promote holistic health in pastors and ministry workers across the denomination.
- Collaborate with the Vice President of People & Culture to develop new holistic health programs to serve pastors and ministry workers.
- Assist the Vice President of People & Culture in utilizing, tracking, and reporting on the use of any proceeds received from any charitable granting organization.
- Administer the various programs for Relief as articulated in the Financial Assistance Guidelines and directed by the Vice President of People & Culture. This includes:
  - Managing the application process to determine eligibility as set forth in the Relief Board Charter and Financial Assistance Guidelines.
  - Working with the Financial Assistance Committee to assess the needs of each applicant and determining the level of assistance appropriate for each circumstance.
  - Overseeing the payment of approved assistance and the proper accounting for all awards.
  - Providing timely reports to the Board of Directors for each of the various programs.
- Work with the Director of Philanthropic Giving to plan and conduct fundraising campaigns.
- Advocate for those this ministry has the privilege to serve. This will mean promoting the needs of our church servants and the work of Ministerial Relief among our churches, presbyteries, and the General Assembly.

*(Job description should be reviewed annually and updated as often as necessary)*

## **Qualifications**

### *Faith*

- Strong devotion to Jesus Christ, holiness, and a passion to make Him known.
- A Christian whose life reflects spiritual maturity as evidenced by the fruit of the Spirit and knowledge of the basics of the faith.
- Active member of an evangelical church that affirms the tenets of historic Christianity (PCA church preferred but not required).
- In agreement with Geneva's Statement of Faith.

### *Personal*

- Passion for the church and its ministry leaders who work in it.
- Ability to form and maintain solid relationships with church leaders quickly and easily.
- Excellent oral and written communication skills.
- Capable of delegating responsibility to team and coaching them to performance standards.
- Committed lifelong learner.
- Strong collaborative skills in order to work well with other Geneva associates and other PCA committees and agencies.
- Tenacity to persevere in a challenging business and ministry environments.

### *Professional*

- 4-year college degree.
- Master's degree in related field strongly desired.
- At least 5 years of successful related business experience.
- Previous leadership experience.
- Strong analytical and problem-solving skills.
- Demonstrated experience in developing and inspiring associates.
- Ability to meet deadlines and to work independently to complete tasks.
- Ongoing participation in continuing education in relevant disciplines and skills.
- Regular and active participation in denominational and professional associations (such as participation in General Assembly and presbytery activities, CBA, Church Alliance, etc.).

## **Supervisory Responsibilities**

This position is supervisory and will be expected to lead the Relief Team and eventually the Pastoral Wellbeing Team.

## **Working Conditions**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Periodic travel to support the work will be required.

## **Location**

Geneva's offices are located in Lawrenceville, Georgia. This is an in-office position. Remote work is not an option.

*(Job description should be reviewed annually and updated as often as necessary)*

**General**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

# Statement of Faith

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## *Purpose*

*We believe it is important for current and future employees to understand the values inherent in our ministry and what is expected of them as we seek to serve our mission. To that end it is our conviction that we uphold the dignity of each individual as we embrace the unchanging and longstanding principles of scriptural truth. The Geneva Benefits Group (Geneva) Statement of Faith is not an exhaustive statement of our beliefs. The Bible, as the inspired and infallible Word of God, speaks with absolute authority regarding the proper conduct of mankind and is the unchanging foundation for all belief and behavior. As Geneva is an agency of the Presbyterian Church in America, the Constitution of the Church shall have control over any provisions of this document. Nonetheless, in order to provide transparency about our beliefs the following Statement of Faith has been created.*

## *We believe:*

1. The Bible to be the inspired, infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
2. There is one God, eternally existent in three persons-Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. In the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4: 15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. In the necessity of regeneration by the Holy Spirit for salvation because of the radical corruption of human nature, and that one is justified on the single ground of faith in the shed blood of Christ, and that only by God's grace through faith alone are we saved (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5).
5. In resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of condemnation (John 5:28-29).
6. In the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28).

## Statement of Faith

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7. In the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13–14; 1 Corinthians 3:16, 6:19–20; Ephesians 4:30, 5:18).
8. The Gospel message is for every tribe, tongue, and nation. (Revelation 7:9-10, 14:6).
9. Bible-believing, professed Christians should be faithful members of a Gospel preaching church. (Acts 2:42,44,46; Hebrews 10:24-25).

This Statement of Faith reflects the intentions of Geneva. However, all hiring, job placement, discharge, and other employment decisions will be made in and at the sole discretion of Geneva.

Regardless of denominational affiliation, all employees agree to respect the PCA's and Geneva's beliefs. Geneva reserves the right to discharge employees for immoral or unethical conduct, including but not limited to conduct contrary to Scriptural teachings, habitual or unrepentant sin, and conduct negatively affecting other employees or reflecting negatively on Geneva's ministry and witness for Christ, and without regard to whether such conduct occurs on or off company time or premises.

Geneva's Executive Leadership Team (ELT) holds final interpretive authority on biblical meaning and application with regard to the impact of PCA faith, doctrine, policy, practice, and discipline on all Geneva employment and operational decisions.

*The ecclesiastical Constitution of the Church is defined in the Book of Church Order, Preface III. The provisions of the Constitution shall control over any provisions of this Policy Manual to the extent of any conflict therewith.*

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