

# Job Posting Pastoral Wellbeing Associate



## IMMEDIATE JOB OPENING

Posted: 01 July 2026

**Position Title: Pastoral Wellbeing Associate**

**Employment Status:** Full-Time, Exempt

Please refer to the attached **Job Description** for detailed information regarding responsibilities, qualifications, and requirements.

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## Application Instructions

Interested applicants should submit all required materials to:

**Geneva Benefits Group**

**Attn:** Heather Chambliss

**Email:** heather.chambliss@genevabenefits.org

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## Applicant Information

**Applicant Name (First and Last):** \_\_\_\_\_

Applicants must confirm completion and agreement with the following by checking each box and returning this page with their application materials:

- ☐ Cover Letter Included
- ☐ Resume Included
- ☐ Agreement with Geneva's Employer Statement (see below)
- ☐ Agreement with Geneva's Statement of Faith (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**

Geneva serves those who serve others, providing practical support for the financial, physical, and emotional wellbeing of ministry leaders and workers.

Geneva was founded by the Presbyterian Church in America (PCA) and continues to serve the PCA and other reformed denominations.

### **Our Mission**

Geneva Benefits Group supports the wellbeing of ministry leaders, workers, and their families, so they can live generously in every season of ministry.

### **Our Vision**

We believe the gospel advances and the church thrives as men and women who serve PCA ministries grow spiritually, emotionally, 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

## Job Description Pastoral Wellbeing Associate



|                    |                                              |                       |                                    |
|--------------------|----------------------------------------------|-----------------------|------------------------------------|
| <b>Division:</b>   | Wellbeing                                    | <b>FLSA Status:</b>   | Exempt Full-Time                   |
| <b>Department:</b> | Wellbeing                                    | <b>Location:</b>      | On-site<br>Lawrenceville, GA       |
| <b>Reports to:</b> | Assistant Vice President (AVP),<br>Wellbeing | <b>Work Schedule:</b> | Monday–Friday<br>8:00 AM – 5:00 PM |

### Summary

The Pastoral Wellbeing Associate (PWA) supports the Pastoral Wellbeing Cohort Program and broader Wellbeing Services of Geneva Benefits Group. This individual assists the Assistant Vice President in developing the cohort ministry and its curriculum and helps expand the program to serve more pastors more effectively.

In addition, the PWA assists in designing and delivering the systems for other wellbeing initiatives, including sabbaticals, retreats, and related programs, with the goal of helping pastors and their wives flourish in their calling.

### Key Responsibilities

#### Pastoral Care & Support

- Provide compassionate, confidential care to pastors seeking support, offering wise counsel and discernment.
- Assess needs and connect pastors to appropriate wellbeing resources, programs, and services.
- Advise pastors and church Sessions on pastoral wellbeing, including sabbatical planning and practices.
- Serve as a trusted resource regarding Geneva's wellbeing offerings (e.g., cohorts, relief programs, retreats).
- Lead a pastoral wellbeing cohort.
- Visit presbyteries, local churches, and pastor gatherings to connect with pastors and communicate the vision and ministry that Geneva provides.

#### Cohort Program Details, Development & Implementation

- Collaborate with the AVP to strengthen and scale the Pastoral Wellbeing Cohort Program.
- Improve program structures, systems, and processes to enhance effectiveness and the pastor's experience.
- Manage cohort budgets, including monthly financial reports, and prepare financial reports for cohort leaders.
- Assist in the design and delivery of retreats and cohort-related experiences.
- Identify operational gaps and implement improvements to support program growth.

**This Section to be Updated by HR Department Only**

Title                      Pastoral Wellbeing Associate  
Author                    P Joiner  
Dept Owner              Wellbeing  
Approved by              ELT

Doc Number      JD-WEL-003  
Creation Date      06/02/2026  
Review Date        06/30/2026  
Last Revised Date   06/30/2026

## Job Description Pastoral Wellbeing Associate



### Cohort Leader Training & Support

- Support the development and refinement of curriculum for pastors and cohort leaders.
- Foster a culture of care, encouragement, and excellence among cohort leaders.
- Evaluate and implement online platforms to host and scale curriculum delivery.

### Wellbeing Program Support

- Assist the AVP in planning and executing additional wellbeing initiatives such as the sabbatical program, presbytery summits, future retreats, etc.
- Contribute to developing new programs that support pastoral longevity and health.
- Receive various projects from the AVP that allow him to focus on the big picture, vision, and design of pastoral wellbeing programs.

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## Qualifications

### Faith and Mission Alignment

- Demonstrated devotion to Jesus Christ, personal holiness, and a passion for making Him known.
- A Christian exhibiting mature spiritual growth, evidenced by the fruit of the Spirit and a firm grasp of foundational Christian doctrine.
- Genuine passion for serving the church and its ministry leaders.
- Affirmation of Geneva's Statement of Faith and adherence to the organization's Code of Conduct.

### Education

- Bachelor's degree required (theological or ministry-related field preferred).

### Experience

- Ordained Teaching Elder in the PCA with at least 10 years of ministry experience, including service in a local church context.
- Demonstrated success in pastoral care and ministry program development.

### Core Competencies

#### A. Pastoral Care & Relational Leadership

- Warm, approachable, and compassionate presence.
- Demonstrated track record walking alongside pastors with humility, empathy, and spiritual wisdom.
- Commitment to personal spiritual health and ongoing growth.

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- Deep care for the local church pastor, the wounds they carry, and the glory of their calling.

### **B. Program Development & Systems Thinking**

- A seasoned track record of developing, improving, and scaling ministry programs.
- Strong attention to detail and passion for creating effective systems and processes.

### **C. Collaboration & Teamwork**

- Ability to work effectively within a team and across organizational lines.
- Skilled in building relationships with internal staff and external ministry partners.

### **D. Organizational Skills**

- Financial acumen, including the ability to build and manage budgets and review financial information.
- Strong organizational, planning, and time-management skills.
- Competency in managing multiple complex projects at once.
- Self-starter who is comfortable taking risks, responsibility, and initiative in the direction of the established vision and values.

### **E. Resilience & Adaptability**

- Perseverance in complex ministry environments.
- Gospel courage in difficult and complex ministry situations.
- Ability to navigate both pastoral and organizational challenges with wisdom and flexibility.

### **Technical Skills**

- Proficiency in Office 365 and other common business applications.
- Experience with collaboration and project management tools (e.g., Teams, Asana).
- Ability to learn and effectively use organizational systems and tools (e.g., Salesforce).

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## **Work Environment & Travel**

- This is a fully on-site position based in Lawrenceville, Georgia.
- Regular travel is required, averaging approximately five to six nights per month.
- Reasonable accommodation provided in accordance with applicable laws.

## **Additional Information**

- This role does not include supervisory or people management responsibilities.

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### General Statement

- This job description is not intended to be an exhaustive list of all responsibilities. Employees may be assigned additional duties as needed to support organizational goals.
- This document does not constitute a contract of employment implied or otherwise; employment remains at-will.

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|                               |                                     |
|-------------------------------|-------------------------------------|
| <b>Author:</b>                | Paul Joiner                         |
| <b>Title:</b>                 | Assistant Vice President, Wellbeing |
| <b>Date Approved:</b>         | 06/21/2026                          |
| <b>Reviewed By:</b>           |                                     |
| <b>Title:</b>                 |                                     |
| <b>Date Reviewed/Revised:</b> |                                     |

*A job description should be reviewed annually and updated as often as necessary.*

**See following page for revision tracking notes.**

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Dept Owner   Wellbeing  
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Last Revised Date 06/30/2026

**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 (PCA), 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).
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).

**This Section to be Updated by HR Department Only**

Title                      Statement of Faith  
Author                    C Lilly  
Dept Owner              HR  
Approved by              ELT

Policy Number              HR-008  
Creation Date              07/26/2022  
Review Date                08/05/2024  
Last Revised Date        08/06/2024

**POLICY**  
**Statement of Faith**



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 any reason, including but not limited to immoral or unethical conduct, 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 [have] control over any provisions of this Policy to the extent of any conflict therewith.*

I hereby acknowledge that I have received, read, and understand this Statement of Faith as outlined above. I also acknowledge that I am in agreement with this Statement of Faith.

|                     |  |
|---------------------|--|
|                     |  |
| <b>Signature</b>    |  |
| <b>Printed Name</b> |  |
| <b>Date</b>         |  |

Return signed form to the Geneva's HR Department

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