



Geneva Ministerial Wellbeing Sabbatical Matching Program

Purpose of the Program

Geneva's sabbatical matching program is funded by a generous grant from the Lilly Endowment's Initiative to Address Economic Challenges Facing Pastoral Leaders. The program has several goals:

- Making sabbaticals more financially accessible to low-budget ministry organizations and lower income pastors.
- Incentivizing ministry organizations to plan and save for pastoral sabbaticals ahead of time.
- Incentivizing ministry organizations to employ best practices (including following Geneva's Call Package Guidelines and consulting with our Financial Planning Advisors) in structuring their pastors' call packages.

To achieve these goals, Geneva will match up to \$10,000 for PCA churches and other church ministries who can demonstrate that they have budgeted and saved dedicated funds for a pastor's sabbatical.

Eligibility

Geneva's Sabbatical Matching Fund is designed to benefit PCA pastors who serve in PCA ministries, including churches and denominational agencies. To be considered for a grant, organizations must meet the following criteria:

- Have saved for and planned a sabbatical for an ordained PCA Teaching Elder in good standing.
- Demonstrate compliance – or a good faith plan to comply – with financial best practices to ensure the pastor is financially and spiritually healthy.
- Willingly meet with a Geneva Financial Planning Advisor to assess the pastor's call package and determine compliance with best practices.
- Demonstrate significant financial need (priority will be given to low-budget, solo pastor churches and low-income pastors).
- Organizations must continue to pay the pastor's salary and benefits during the duration of the sabbatical.
- Pastors must certify their intent to remain in their pastoral role for at least one year after the conclusion of the sabbatical.

Application Instructions

To apply, please print and fill out this application and return it, along with a copy of your ministry organization's budget, to:

Geneva Benefits Group
1700 North Brown Rd.
Ste. 106
Lawrenceville, GA 30043

You may also email a pdf attachment of your application to relief@genevabenefits.org.

Applications must be received by no later than March 30, 2023.

Joint Application for Sabbatical Matching Funds

PCA Ministry Organization

Name _____

Street Address _____

Mailing Address (if different) _____

City _____ State _____ Zip Code _____

Telephone # _____ EIN _____

Website URL _____ Email Address _____

Pastor

Name _____

Street Address _____

Mailing Address (if different) _____

City _____ State _____ Zip Code _____

Telephone # _____ Cell Phone # _____

Email Address _____

Signature Page

By signing below, the Ministry Representative and Senior Minister (if the applicant is the pastor of a local church) acknowledge the following:

I am duly authorized to represent this congregation and submit this proposal on its behalf. I affirm, to the best of my knowledge, that the information contained in the proposal is true and accurate. My signature indicates that the congregation is fully aware of this proposal, approves of its submission, and is prepared to accept a grant from Geneva Benefits Group if selected. If a grant is awarded, the congregation commits to continue the pastor's full salary and benefits during the duration of the sabbatical.

Congregational Representative¹

Title

Signature

Date

By signing this application, the applying pastor acknowledges the following:
I affirm, to the best of my knowledge, that the information contained in the proposal is true and accurate. If sabbatical matching funds are awarded and the program is undertaken, I intend to serve this congregation or ministry for at least one year after the end of the sabbatical.

By participating in this project, you consent to Geneva sharing your story publicly and with the Lilly Endowment. Please let us know if you want us to keep your identity anonymous.

Pastor Applying for Sabbatical Funds

Signature

Date

¹The Congregational Representative must be a currently active Teaching or Ruling Elder, other than the applying pastor, who is authorized to represent the congregation or ministry in this application.

General Information

Number of Members _____ Average Attendance _____

Annual Operating Budget \$ _____

Is the applying pastor bi-vocational? Yes No

If yes, how many hours per week does he spend on pastoral duties? _____

Financial Best Practices

In order to receive sabbatical matching funds, ministries must demonstrate current compliance with, or a good-faith plan to comply with, practices which will enable the applying pastor to thrive financially. This section provides baseline information for Geneva to make this determination.

Please provide the following for the Applying Pastor:

Call Package Breakdown

Annual Salary \$ _____

Housing Allowance \$ _____

SECA Allowance² \$ _____

Retirement Contribution \$ _____

Does the Church or Ministry Provide the following:

Health Insurance Yes No

Life Insurance Yes No

Long-Term Disability Yes No

Short-Term Disability Yes No

Access to Counseling Yes No

Please attach a copy of your ministry's annual budget for the year in which the application is made.

²The amount a ministry employer contributes to a minister's wages to offset the taxes he is required to pay as an employee considered self-employed with respect to Social Security and Medicare.

Sabbatical Narrative Description

For Pastors

Pastors, please write a narrative description of your proposed sabbatical that answers the questions below. Narrative descriptions should not exceed 5 typewritten, double-spaced pages and should be printed in 12 point, Times New Roman font.

1. **Goals** – what do you hope to achieve by taking this sabbatical (give careful thought to a few (2 or 3) specific goals)? How will you know if they have been achieved?
2. **Sabbatical Activities** – how will you spend your time during your sabbatical? Where will you go, what will you do, and with whom?
3. **Relationship** – how will each activity help you achieve one or more of your goals?

For Churches and Ministries

Please describe your plans for this sabbatical by answering the following questions. Narrative descriptions should not exceed 5 typewritten, double-spaced pages and should be printed in 12 point, Times New Roman font.

1. **Goals** – what goals do you have for your ministry during the pastor's sabbatical?
2. **Sabbatical Activities** – how will the ministry spend its time during the pastor's sabbatical? How will you cover the pastor's duties in his absence?
3. **Protection** – How do you plan to protect the time of your pastor and his family from ministry responsibilities so they can truly be away to rest and recharge?

Pastors, use the following to present a chronological outline of your proposed sabbatical activities.

| Dates | Sabbatical Activities |
|-------|-----------------------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Proposed Budget

In the space below, please submit a line-item budget that addresses how the congregation will use the sabbatical matching funds. Please enclose a brief narrative describing how the amounts in this budget proposal were calculated.

| | |
|---|-----------------|
| Pulpit Supply | \$ _____ |
| Community events related to sabbatical | \$ _____ |
| Payments to pastor to support his sabbatical plans ³ | \$ _____ |
| Other expenses ⁴ | \$ _____ |
| Total | \$ _____ |

³ Payments to a pastor to support sabbatical activities will be taxable under most circumstances. Pastors should work with the ministry's treasurer and/or a personal tax adviser to determine the potential impact of this grant on the pastor's personal income tax. When determining the potential tax impact, note that the grant will be paid by Geneva Benefits Group to the ministry, not directly to the pastor. Geneva Benefits Group does not provide advice about the tax implications of grant awards.

⁴ If the ministry plans to spend the grant proceeds on any activity not listed above, please detail those activities in the narrative description above.