

## **DIRECTOR OF BENEFITS EVANGELICAL PRESBYTERIAN CHURCH**

### **POSITION SUMMARY**

The Evangelical Presbyterian Church's Director of Benefits reports to the Chief Operating Officer, with strong functional oversight provided by the Chairman of the Board of Benefits. The Director serves in a leadership capacity and has hands on responsibility for assuring that suppliers provide proper implementation of benefit programs for U.S. based church personnel, and foreign based missionaries. Additionally, the Director is the Denomination's key contact with a Coalition of other denominations that negotiate as a group with suppliers. The Director also provides support to the Board of Benefit in recommending and developing new or modified plans and employee benefit policies. Finally, the Director develops cost control procedures to assure maximum coverage at the least possible cost; and develops and implements communications programs for benefit plan participants.

### **DUTIES AND RESPONSIBILITIES**

1. Provides oversight of suppliers who administer employee benefit programs such as medical, life, disability, and retirement plans.
2. Evaluates and compares existing benefits with those commonly available in the market place. Must understand and be able to communicate the financial impact of benefit programs.
3. Develops action plans in benefits area to maintain competitive position in the market and create a positive image for current and prospective plan participants.
4. Develops census data for suppliers. Evaluates quotations and makes recommendations to Board of Benefits. With the assistance of a consultant, develops premium information for new plans and annually reviews premiums for current plans.
5. Installs approved new plans and changes to existing plans by working with suppliers to prepare announcement material, booklets, and other media for communicating with Plan members and churches. Conducts employee meetings with assistance and arranges for enrollment of employees mandatory and optional plans. Revises and reissues all communications material on benefits from time to time. Advises and counsels Board of Benefits on existing benefits.
6. With assistance of outside counsel, assures plan-compliance with all legal and regulatory requirements. Although requirements are minimal in view of the ecclesiastical standing of the EPC benefit plans, the incumbent approves reports and applications required by law to be filed with federal and state agencies, such as Internal Revenue Service, Department of Labor, insurance commissioners, and other regulatory agencies. Provides direction to the consultant and outside counsel for analysis of changes to state and federal laws pertaining to benefits,

- and reports necessary or suggested changes to the Board of Benefits. Assures that plan participants coordinate appropriately with government sponsored programs.
7. May be called upon to make presentations to the EPC's annual meeting and at meetings of the various presbyteries on a bi-annual basis.
  8. Assures compliance with the appeal processes provided by EPC benefit plans. Assesses the validity of requests that achieve the final stage of appeal. Advises the Board of Benefits on possible exceptions to Plan provisions.
  9. Designs and installs process improvements within the office, and with suppliers.
  10. Implements Reserve Fund investment decisions as directed by the Board of Benefits.

### **EDUCATION, WORK EXPERIENCE AND CHARACTERISTICS**

1. A bachelor's degree and a minimum of five (5) years successful experience in Employee Benefits. Experience with both the "income" and "expense" aspects of benefit programs is desirable.
  2. Experience in Employee Relations a plus.
  3. Must have background in reading and understanding business financial statements.
  4. Must be organized and have good people skills.
  5. Must be proficient on Microsoft Office products.
  6. Strong writing and verbal skills are essential.
  7. A committed Christian who is comfortable with public expression of faith.
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