

**POLICY BOOK**  
**Board of Benefits**  
**of the**  
**Associate Reformed Presbyterian Church**  
**As Amended to April 7, 2006**

The Board of Benefits is the agency of the General Synod of the Associate Reformed Presbyterian Church charged with the responsibility of providing opportunities for worthy security to the individuals and families it serves and to assist ministers and churches in compensation planning and reporting. In order to carry out this responsibility, the Board (1) guides and supervises such programs on the denomination level, (2) oversees the collection and investment of financial resources contributed and designated by individuals, churches, and the General Synod for these purposes, (3) assists individuals and families in the preparation for Retirement, and (4) presents to the denomination the challenge and opportunities of maintaining a program of worthy security. In the exercise of all its functions, the Board of Benefits shall act in an impartial and non-discriminatory manner.

**I. The Organization of the Board**

**A. Membership**

1. The Board shall consist of thirteen voting members, the majority of whom shall be laypersons. One person shall be chosen by the ARP Women's Ministries. The Chairman of Synod's Committee on the Minister and His Work shall also be a voting member. All shall be nominated by the Committee on Nominations of the General Synod. Members appointed by the General Synod will serve six-year terms. Members who change their denominational affiliation shall be considered to have resigned, but may be asked by the Board to fulfill their term of service.
2. The Moderator and the Moderator-Elect of the General Synod, the Coordinator of the General Synod, the Treasurer of Synod, the Administrative Officer, the Human Resource Director of Erskine College, and the remaining Chairmen of Presbytery's Committee on Minister and His Work serve as non-voting advisory members of this Board.

**B. Officers**

1. Officers to be elected each year are Chairman, Vice-Chairman, and Secretary. The Treasurer of the General Synod shall serve as Treasurer.
2. Officers shall be elected at the regular meeting of the Board which next precedes the July 1 on which their new term begins.
3. The Chairman shall have the following responsibilities:
  - a. Preside at all regular and called meetings of the Board and the Executive Committee.
  - b. Call special meetings of the Board and Executive Committee as needed to carry out the business of the Board.
  - c. Serve as ex-officio member on all committees of the Board except the Retirement Committee on which he will serve as an advisory member.
  - d. Appoint all committees unless some other procedure is specified by the Board.
  - e. Supervise the execution of all Board policies between the regular meetings of the Board.
4. The Vice-Chairman will have the following responsibilities:
  - a. Assist the Chairman in the performance of his duties.

- b. Assume the duties of the Chairman if the Chairman is unable to fulfill his responsibilities.
  - 5. The Secretary will have the following responsibilities:
    - a. Keep the minutes of all meetings of the Board and the Executive Committee, and provide for the distribution of minutes to Board members.
    - b. Assist the Chairman of the Board and Chairman of the Board's Committees in their official duties.
  - 6. The Treasurer shall supervise the collection and distribution of premiums, Retirement Plan contributions, and other contributions to the Board.
- C. Committees.
  - 1. The Standing Committees of the Board are Insurance, Retirement, and Executive.
  - 2. The Committee on Insurance will have the following responsibilities:
    - a. Provide a program of insurance that includes, but is not limited to, life insurance, medical insurance, dental insurance, accidental death and dismemberment insurance, and disability insurance.
    - b. Recommend to the Board a carrier for such insurance.
    - c. Recommend changes to the Board to the insurance coverage to provide the best possible coverage within the financial capabilities of resources available.
    - d. Recommend for Board approval Benefit Consultants for the programs of insurance provided, if such consultants are deemed appropriate.
    - e. Provide for the collection of and payment to carrier of insurance premiums from individuals and churches.
    - f. Determine eligibility for and continued participation in such programs where clear guidelines are not available.
    - g. Direct the investment of group insurance funds.
  - 3. The Retirement Committee, which shall consist of not less than three members, the majority of whom shall be laymen, shall have the following responsibilities, subject at all times to the provisions of the Text of the Associate Reformed Presbyterian Retirement Plan. To accomplish this end, the Committee shall have the following powers and duties:
    - a. To administer the Associate Reformed Presbyterian Retirement Plan. To accomplish this end, the Committee shall have the following powers and duties:
      - (1) To establish and enforce such rules, regulations and procedures as it shall deem necessary or proper for the efficient administration of the Plan;
      - (2) To interpret the Plan, its interpretation thereof in good faith to be final and conclusive;
      - (3) To decide all questions concerning the Plan and the eligibility of any Employee to participate in the Plan;
      - (4) To compute the amount of benefits which shall be payable to any Employee, Participant, Retired Participant, Contingent Annuitant or Beneficiary in accordance with the provisions of the Plan, and to determine the person or persons to whom such benefits shall be paid; and
      - (5) To authorize payment of benefits.
    - b. To recommend for Board approval an actuarial firm to serve as actuaries for the Retirement Plan.

- c. To review the minimum benefit formula prior to each actuarial review to determine if the benefit should be changed for those currently retired and for future retirees.
  - d. To recommend for Board approval the Trustee(s) of the Retirement Plan Fund.
  - e. To oversee the investment program of the Trustee(s) of the Retirement Plan Fund, to include but not limited to:
    - (1) recommending investment policies;
    - (2) formulating objectives;
    - (3) establishing investment guidelines;
    - (4) monitoring performance;
    - (5) retaining and dismissing investment advisors; and
    - (6) allocating funds among the advisors.
  - f. To recommend Plan changes to the Board.
  - g. To recommend formulas for contributions to the Retirement Plan Fund.
  - h. To recommend for Board approval a certified public accounting firm as auditors of the ARP Retirement Plan Fund and to serve as liaison between the Board and the auditor.
  - i. To receive and review the auditor's report(s), and to make recommendations to the Board accordingly.
4. The Executive Committee, consisting of the Chairman, Vice-Chairman and Secretary (if a voting member of the Board) and the Chair of the standing committees shall:
- a. Oversee the administration of the benevolent programs of the Board.
  - b. Oversee the communication program with churches, ministers, and students to maximize personnel resources and services.
- Additionally, the Executive Committee shall have the responsibility and authority to act on matters which cannot be delayed until the full Board meets and on matters which are not of such a nature warranting a called meeting of the Board. All actions of the Executive Committee will be reported immediately to the full Board and presented for ratification at the next stated meeting. The Administrative Officer shall serve as an advisory member.
- D. Meetings.
- 1. The Board will meet at least semi-annually in regular session and as often as conditions require in called meetings.
  - 2. The regular meeting dates for the next year will be determined at the meeting following the meeting of Synod.
  - 3. Notice of all regular meetings will be sent at least two weeks in advance. Notice of all called meetings will be at least one week in advance and will include a statement of the reason for the meeting.
  - 4. A quorum of the Board shall consist of seven members.
  - 5. Members who are unable to attend meetings will inform the Board in advance through the Secretary.
  - 6. The Board will bear the expense of travel, food, and lodging subject to current policies of the General Synod, when members are attending meetings or performing other authorized Board business.
- E. Administrative Officer: The Board may employ an administrative officer or may utilize the services of the Director of Administrative Services as the administrative officer. Such administrative officer shall not be a voting member of the Board and his duties shall be the duties usual to such positions and such other and further duties as may be prescribed from time to time by the Board. Compensation paid

to such administrative officer shall be within the limitations of a budget approved by the General Synod.

## **II. The General Synod**

### **A. Relationship of the General Synod and the Board.**

1. The Board is authorized by the General Synod to manage and carry on the special work entrusted to it without particular instructions of the General Synod.
2. The Board shall follow carefully the general instructions of the General Synod and any specific instructions given by the General Synod.
3. The General Synod has full power to approve or to set aside any action taken by the Board.

### **B. Responsibilities of the Board to the General Synod.**

1. The Board shall perform faithfully the work entrusted to it by the General Synod.
2. The Board shall make an annual report to the General Synod.
3. The Board shall present to the Synod for approval:
  - a. Amendments to the Associate Reformed Presbyterian Retirement Plan.
  - b. Major changes in benefit coverage.