

ENROLLMENT PROCEDURES
ASSOCIATE REFORMED PRESBYTERIAN RETIREMENT PLAN
General Synod, Associate Reformed Presbyterian Church



RETIREMENT PLAN ELIGIBILITY

To participate in the Associate Reformed Presbyterian Retirement Plan you must be an EMPLOYEE as defined in Article I (8) of the Plan and you must enroll (Complete RP Form 1, "Participant's Record.") Eligible Employees are covered by Plan provisions during the first year of eligibility, but must complete the enrollment form for continued coverage.

The Plan defines an Employee as

- A salaried, ordained minister of the Church serving in a pastoral ministry of the Church **within the United States** under the provisions of a **Call** approved by a Presbytery of the Church, **excluding** calls to new fields or congregations which are unable to support a pastor (i.e., as an evangelist), or
- a career missionary appointed by World Witness, or
- a salaried employee of the Synod or Synod Agency serving in a supervisory capacity, but excluding employees of Erskine College or Erskine Theological Seminary.

The term "Employee" shall include only those employees whose customary employment is for more than an aggregate of 1,000 hours of service in a calendar year or who become disabled while engaged in such employment. For service on or after January 1, 2004, hours of service shall be credited on the basis of 45 hours for each week that the Participant qualifies as an Employee.

The "Call" must meet the provisions of the *Form of Government*, Chapter X.E.11.

The following Plan provisions must be considered in determining Plan participation:

Article I (12) – PARTICIPANT: An **Employee**, retired **Employee**, or former **Employee**, who has met all the requirements of the Plan, and has become included in the Plan as provided in **Article II** hereof, and who continues to have rights or contingent rights to benefits payable under the Plan.

Article I (8) – EMPLOYEE: A salaried, ordained minister of the Church serving in a pastoral ministry of the Church under the provisions of a **Call** approved by a Presbytery of the Church, or a career missionary appointed by World Witness, or a salaried employee of the Synod or Synod Agency serving in a supervisory capacity, but excluding employees of Erskine College or Erskine Theological Seminary. Provided, however,

- (1) the term "Employee" shall include only those employees whose customary employment is for more than an aggregate of 1,000 hours of service in a calendar year or who become disabled while engaged in such employment, and
- (2) for service on or after January 1, 2004, the term "Employee" shall exclude a salaried, ordained minister of the Church serving in a pastoral ministry outside the United States, and
- (3) for service on or after January 1, 2005, the term "Employee" shall exclude a salaried, ordained minister of the Church whose Call has been terminated in accordance with the *Form of Government of the Associate Reformed Presbyterian Church* and the Participant will not accrue additional credit for Service and Earnings.

For periods of service on or after January 1, 2004, hours of service shall be credited on the basis of 45 hours for each week that the Participant qualifies as an Employee.

Article I (4) – CALL: As set forth in the *Form of Government of the Associate Reformed Presbyterian Church*, the process and written document for establishing and maintaining an Employee relationship with a salaried, ordained minister of the Church serving in a pastoral ministry of the Church. Effective January 1, 2005, the failure of a particular congregation or agency of the Church to meet the terms of a Call for a period outlined in the *Form of Government of the Associate Reformed Presbyterian Church* will result in the termination of the Call for Retirement Plan purposes and the Participant will cease to accrue additional credit for Service and Earnings until such time as the terms of the Call are being met or until the Participant is subject to a new Call, whichever first occurs. (Note: The requirements of a Call, as set forth in the *Form of Government* will follow these Plan provisions.)

Article II (3) – ENTRY INTO PLAN: Each Employee shall be entitled to be eligible for entry into the Plan immediately upon his becoming an Employee, provided he submits enrollment forms required by the Retirement Committee within a period of one year from the date of eligibility. Otherwise, entry into the Plan shall be dated from the date enrollment procedures are completed unless the Employee dies within one year from the date of eligibility.

Application: Eligible Participants are covered by the Plan provisions during the first year of eligibility whether they complete enrollment or not and whether or not the provisions of the Call are being fulfilled. If they fail to enroll within the first year coverage under the Plan ceases until such time as the enrollment process is completed.

The following provisions in the *Form of Government* apply:

Chapter X, E, 11: “The call shall clearly state the amount of salary and other allowances, and shall include information as to manse, vacation, moving expense, medical and hospitalization insurance and, where the minister’s customary employment is expected to be for more than an aggregate of 1,000 hours in a calendar year, shall include provision for the church to make contributions to the General Synod in support of the Associate Reformed Presbyterian Retirement Plan according to guidelines approved by the General Synod...”

(Note: See Article I (8) for determining the Hours of Service.)

Application: If Presbytery approves a “call” that fails to comply with the requirements of the *Form or Government* such “call” will not be recognized as a “Call” for Retirement Plan purposes.

Chapter X, E, 12: “Where provisions of the call respecting contributions for the Associate Reformed Presbyterian Retirement Plan have not been made for a period of one (1) year, due notice shall be given by the Board of Benefits to the minister, the Clerk of Session, Clerk of Presbytery, and Chairman of Presbytery’s Committee/Commission on Minister and His Work that the terms of said minister’s call have been breached. The failure to meet the terms of a call within a period of one year from date of notification shall constitute the termination of the call for Retirement Plan purposes.”

Application: If the call is terminated for Retirement Plan purposes, the minister will cease accruing credit for Service and Earnings until such time as the provisions of the call are fulfilled. Additionally, the following Plan benefits **will not** apply:

- a. Recognition of Earnings in event onset of Disability occurs after the call is terminated. (Article (3)(c).
- b. Survivor Income Benefit (Article VI (2).
- c. Death Benefit (Article VI (3).

SUMMARY FOR PASTORAL MINISTRY

- A. Must be a salaried, ordained ARP Minister
- B. Must be serving under the terms of a Call that meets the provisions of the *Form of Government*, Chapter X.E.11.
- C. Must enroll. Eligible Employees are covered by Plan provisions during the first year of eligibility, but must complete the enrollment form for continued coverage.

For Participants "Earnings" is defined as follows:

- Base Salary (Excludes all Allowances, but does include amounts voluntarily withheld for a 403 B Tax Deferred Annuity)
- 40% of Base Salary if Housing is provided
- All Allowances PAID TO the Minister, but excluding allowances that are paid under a written Accountable Expense Reimbursement Plan. Under an Accountable Expense Reimbursement Plan, the Minister is either reimbursed or is given an allowance, submits reports to the Church, and returns unused portion of the allowance if not used. Typical Allowances that would be included in Earnings are:
 - Housing or Utility Allowance
 - Auto or Travel Allowance
 - Social Security Allowance
 - Professional Expense Allowance (but not reimbursement for expenses incurred or purchases made.)

The Contribution Rate is 8.5% of the Total Earnings.

In an administrative ruling November 3, 2006, the Retirement Committee adopted the following;

``Any Plan Participant receiving compensation under the terms of his call during a leave of absence or sabbatical or under a severance agreement shall be considered an Employee for Retirement Plan purposes.``

Call 864-232-8297, ext. 224 if you have questions. **Return completed forms to:**

Associate Reformed Presbyterian Center
One Cleveland Street, Suite 110
Greenville, SC 29601-3696