

Episcopal Diocese of Fort Worth

Lay Employees' Pension Benefit

Policy Number: E-1
Adopted: January 29, 2011

PURPOSE:

This policy defines the Diocese's participation in the Lay Employee Pension System administered by the Church Pension Fund.

CANONICAL REFERENCES:

2009 General Convention Resolution A138, Establishing a Mandatory Lay Employee Pension System: Resolved, the House of Deputies concurring, That this Church establish a mandatory lay employee pension system for employees who are scheduled to work a minimum of 1,000 hours annually for any domestic Diocese, Parish, Mission or other ecclesiastical organization or body subject to the authority of the Church in accordance with principles established herein. The implementation of the mandatory lay employee pension system shall be completed no sooner than January 1, 2011 and no later than December 31, 2012

Canon 8: Of the Church Pension Fund, Section 1: The Church Pension Fund is also authorized to establish and administer the lay employee pension system of the Church, substantially in accordance with the principles adopted by the General Convention of 2009, with the view to providing pensions and related benefits for the eligible lay employees of this Church, as well as their eligible beneficiaries.

POLICY:

1. It is the policy of the Diocese to participate in the Lay Employee Pension System to insure that lay employees receive the benefits and opportunity to plan and contribute for their retirement.
2. The Diocese will participate in the Episcopal Lay Employees' Defined Contributions Retirement Plan. The effective date of participation is retroactive to January 1, 2010. In accordance with Plan requirements, the Diocese will (1) maintain an updated Employer Adoption Agreement, (2) ensure that contributions are remitted to the Plan administrator in a reasonable time, (3) approve hardship withdrawals upon an lay employee's request for distribution from his or her account to satisfy immediate and heavy financial needs, and (4) approve and certify loans from the lay employee's account upon the lay employee's request..
3. The Diocese will contribute 9% of the base salary for eligible lay employees. Lay employees are not required to match any portion of the Diocese's contribution. Lay employees

may make salary reduction contributions to the Plan on a pre- or after-tax basis. Lay employees who are age 50 or older may also make pretax “catch-up” contributions to the Plan. The limits for all employee and employer contributions are established and periodically revised by the IRS. Lay employees may change or suspend their payroll deduction at any time.

4. The Diocese will remit its contributions and the lay employees’ contributions (if any) to the Plan administrator twice monthly, on or about the 15th and 30th of the month, as a function of the payroll process.

5. Lay employees must be at least 21 years old, be employed with the Diocese for at least six months, be working 750 hours or more in a twelve month period to be eligible to enroll in the Plan. Once the lay employee is enrolled in the Plan, the Diocese will begin its contribution to the Plan for the lay employee retroactive to the date of employment of the lay employee. The Diocese’s contributions are 100% vested from the lay employee’s enrollment date. Lay employee contributions (including rollover contributions) are always 100% vested. The six month provision does not apply to new hires, if the lay employee was enrolled in the Plan with another Episcopal Church organization,