



## INSTRUCTIONS FOR USING THE LAY EMPLOYEE PENSION CONTRIBUTION CALCULATOR

### Step 1

Select the plan type you are adopting:

- The Episcopal Church Lay Employees' Defined Contribution Retirement Plan (the Defined Contribution Plan)
- The Episcopal Church Lay Employees' Retirement Plan (the Defined Benefit Plan)

### FOR THE DEFINED CONTRIBUTION PLAN

### Step 1

Enter the plan level information:

- Employer name
- Employer base contribution rate
  - The base contribution rate must be equal to or greater than 5% of the employee's salary.
  - Enter the base contribution rate as a whole number.
  - Fractions of a percent (e.g., 5.5%) are not valid.
- Employer matching contribution rate
  - This is the amount up to which the employer will match dollar for dollar an employee's contribution.
  - The sum of the base contribution rate and the matching contribution rate must be equal to or greater than 9% of the employee's salary.
  - Enter the matching contribution rate as a whole number.
  - Fractions of a percent (e.g., 4.5%) are not valid.

### Step 2

Enter information about your organization:

- The number of pledging units or the number of donors you anticipate will underwrite the cost of the lay employee pension system for your Episcopal organization
  - Entering this information will provide you with the cost of the lay employee pension system per pledging unit or donor.
  - If you are unsure, enter 1. The calculator will then display the total cost to your organization in this field.
- The expected average compensation\*\* increase for your eligible lay employees \* over the next three years (You can enter zero if you wish.)
  - Entering this information will provide you with the projected cost, both in total and per pledging unit or donor, of the lay employee pension system over the next three years.

- You can enter the expected average compensation\*\* increase either as a decimal or a whole number.
- You can enter a negative number if you expect an average compensation\*\* decrease sometime during the next three years.
- Entering 0% will result in a “flat” cost projection.

### Step 3

Enter information about your employees:

- Your eligible lay employee’s names
- Your eligible lay employee’s compensation\*\*
  - Enter their compensation\*\* either as whole dollars or as dollars and cents. The calculator will accept either.

### Step 4

Print your report:

- Select Print from the File pull-down menu.

## FOR THE DEFINED BENEFIT PLAN

### Step 1

Enter the plan level information:

- Employer name
- Employer assessment rate
  - The assessment rate is currently equal to 9% and is pre-populated with this amount.

The employer assessment rate has been pre-filled with the assessment rate established by Resolution A138.

### Step 2

Enter information about your organization:

- The number of pledging units or the number of donors you anticipate will underwrite the cost of the lay employee pension system for your Episcopal organization
  - Entering this information will provide you with the cost of the lay employee pension system per pledging unit or donor.
  - If you are unsure, enter 1. The calculator will then display the total cost to your organization in this field.
- The expected average compensation\*\* increase for your eligible lay employees\* over the next three years (You can enter zero if you wish.)
  - Entering this information will provide you with the projected cost, both in total and per pledging unit or donor, of the lay employee pension system over the next three years.
  - You can enter the expected average compensation\*\* increase either as a decimal or a whole number.

- You can enter a negative number if you expect an average compensation\*\* decrease sometime during the next three years.
- Entering 0% will result in a “flat” cost projection.

### Step 3

Enter information about your employees:

- Your eligible lay employee’s names
- Your eligible lay employee’s compensation\*\*
  - Enter their compensation\*\* either as whole dollars or as dollars and cents. The calculator will accept either.

### Step 4

Print your report:

- Select Print from the File pull-down menu.

\*General Convention Resolution 2009-A138 defines an eligible lay employee as a lay employee who is scheduled to work 1,000 hours or more annually. Your organization can elect a participation threshold that is less than 1,000 hours but not more than 1,000 hours.

\*\*Compensation typically includes all items of compensation reported in the box “Medicare Wages and Tips” of the Form W 2, plus any pretax contributions to a cafeteria plan and an amount equivalent to the value of maintenance furnished to the employee (including utility and room and board expenses and the rental value of housing). All overtime, bonuses, commissions and severance pay will generally be included in assessable compensation.

Please note that the Lay Pension Calculator is a tool that is provided for informational purposes only and should not be viewed as investment, tax or other advice. In the event of a conflict between the information contained in the Lay Pension Calculator or instructions and the official plan documents, the official plan documents will govern. The Church Pension Fund and its affiliates retain the right to amend, terminate or modify the terms of the benefit plans at any time, without notice and for any reason.