



Summer Closure for Pastoral Charges: Managing Payroll with ADP

If your pastoral charge closes over the summer, and employees at the pastoral charge remit United Church pension and benefit premiums through ADP, treasurers or payroll administrators need to do **three things**:

1. **Notify ADP of the summer closure, and the last summer pay window:**

Send ADP notification *one week before the payroll date* immediately preceding the summer closure using the New/Change Employee Sheet, *and*

- a. Complete Section 2—Employee Status
 - i. check off Inactive Status
 - ii. check off Summer Closure
 - iii. fill in Effective Date (the last day worked), *and*
- b. Tell ADP the number of payrolls that are to be cancelled

2. **Notify ADP Client Services to re-activate pay:**

Contact ADP *one week before the payroll date* when the employee should RECEIVE their pay to reactivate their status.

3. **Reconcile missed remittances:**

Advise ADP of the one-time adjustments to be made prior to, or immediately following the summer closure period (or both). In order to calculate the one-time adjustment amounts that you need to give to ADP, use the amounts that were deducted immediately prior to the closure as indicated on the ADP Payroll Register report; or use Tools for Treasurers (Lay/Ministry) to calculate the amount.

ADP Information *tip box*

ADP sends direct communications by mail to treasurers or payroll administrators.

Look for an important letter in May with details on the annual July 1, 2013 fee increases for payroll services. *ADP does not communicate any information through e-mail.*

To reach ADP Client Services:

Phone: 1-877-377-4784 Fax: 1-877-701-7329

Tools for Treasurers (Lay/Ministry) can be found at www.united-church.ca; search and select the Budgeting Tools for Treasurers link. Scroll down the page and click on the appropriate spreadsheet link (lay or ministry).

ADP's New/Change Employee form is available from ADP Client Services; or go to <http://churchleadership.united-church.ca> to download a copy from the Church Leadership Network; in the Conversations section, scroll to Church Finances at the bottom of the page. The New/Change Employee form is posted at the featured link of the same name.

Keep in Touch Reference Sheet

Church Leadership Network is a moderated website for all leaders in the United Church: ministry, lay, or volunteer. Go to <http://churchleadership.united-church.ca> to join the almost 2,000 members (membership is required, but not hard to get!)



Address Updates: Benefits Plans

(Note: The process to update your address information may be different from that for your e-mail information. See the instructions in E-mail Notification below.)

Active Members: Contact your treasurer or payroll administrator, who will do one of the following:

- Complete the New/Change Employee sheet and fax it the payroll service provider (ADP).
- Contact the Benefits Centre directly to update the address (if not using the payroll service).

Pensioner Members: Contact the Benefits Centre directly at 1-866-859-5025.

“In Search of a Call”? Contact the Benefits Centre by phone or through YBR at <http://ybrcanada.hewitt.com/ucc>. Ministry personnel in search of a call must work with the Benefit Centre directly to update addresses, or maintain benefits during a leave period.

Other Address Lists to Update (for Treasurers or Members):

- **Philanthropy** (United Church Foundation; Planned Giving): 1-800-268-3781, ext 3410
- **Church Records** (Ministry and Personnel): 1-800-268-3781, ext 3026

E-mail Notification

(Note: The process to update your e-mail information may be different from that for the rest of your address information. See the options in Address Updates: Benefits Plans above.)

Active Members or Pensioners with Benefits: Go online at <http://ybrcanada.hewitt.com/ucc> (have your PIN handy) and update the field directly, or call the Benefits Centre at 1-866-859-5025.

Active Members or Pensioners without Benefits: Call the Benefits Centre at 1-866-859-5025.

Online Pre-retirement Seminars 2013:

The continuing education portal of the United Church, www.united-in-learning.com, offers a valuable and interactive learning opportunity for employees considering retirement. Join participants and webinar facilitator Rev. Stephen Fetter for an interactive live session covering:

- The basics of the pension plan, such as the structure, who is a member, and retirees’ benefits
- What the Pension Statement tells you and accessing the Retirement Estimate tool
- How to retire: discerning when is best for you and your family; how to start the process

Upcoming dates:

June 3, 1pm Eastern — register:
www.united-in-learning.com/pre-retirement

September 9, 1pm Eastern — register:
www.united-in-learning.com/pre-retirement

Rev. Stephen Fetter is the Program Coordinator for Continuing Education at the General Council Office. His program, United-in-Learning, offers a wide variety of distance education opportunities to strengthen leadership across the church. He’s also the minister of Forest Hill United Church in Toronto.

New Minimum Salaries for Ministry Personnel

– Effective January 1, 2014

The following minimum salaries have been adjusted to reflect a 1.5% cost of living increase.

		YEARS OF ELIGIBLE SERVICE (INCREMENT CATEGORY)					
2014		1-2 (A)	3-4 (B)	5-7 (C)	8-10 (D)	11-13 (E)	14+ (F)
Order of Ministry	Annual	\$34,300	\$35,844	\$37,388	\$38,932	\$40,475	\$42,018
RDLM*	Annual	\$33,196	\$34,689	\$36,185	\$37,677	\$39,171	\$40,663

* RDLM = Recognized Designated Lay Ministry

2014		1-2 (Step 1)	3+ (Step 2)
Students	Annual	\$32,463	\$32,785



Other adjustments for 2014:

- Continuing Education & Learning Resources (\$1,320 annually)
- Travel (\$0.41 per kilometer — no change from 2012)
- Weekend Supply and Worship Leadership and Preaching Daily Rates — see back of page

The Minimum Salaries for Ministry Personnel (2014) document is posted on the United Church website at www.united-church.ca/minstaff/pastoral/salary/schedule. If you would like a hard copy, contact Ministry and Employment toll-free at 1-800-268-3781 (in GTA 416-231-7680), ext. 3037; or e-mail Ministry@united-church.ca.

This document provides general information on:

- progressing through the salary schedule,
- calculating pro-rated salaries, establishing housing allowance,
- other reimbursements (i.e., travel, telephone, continuing education and learning resources), and
- remuneration for visiting ministry personnel

Changes to Ministry Compensation Implementation Underway....

The Minimum Salaries for Ministry Personnel document (previously referred to as Minimum Salary & Allowances for Ministry Personnel) has been updated to reflect the implementation of ministry compensation changes that are taking affect January 1, 2014.

See: www.united-church.ca/minstaff/pastoral/salary/schedule for more information.

Changes to Ministry Compensation

New Salary Schedule for Students

- The salary schedules for designated lay ministers and intern/candidate/student supply have been condensed to one salary schedule for students preparing for ministry leadership who are not recognized as designated lay ministers, ordained, or commissioned to diaconal ministry.
- Movement through six minimum salary increment categories A to F (based on service) has been condensed to two minimum salary steps: Step 1 for years 1 and 2, and Step 2 for years 3 and following.

Changes to accumulation of service credits while a student

- Students commencing service in a pastoral charge will be paid based on the minimum salary at Step 1. Following two years of service, students will be eligible for the Step 2 minimum salary.
- Effective January 1, 2014, service while a student will no longer be included in the calculation of credited service for

the purpose of moving through Increment Categories A-F. Once ordered or recognized, ministry personnel commencing service in a pastoral charge will be paid based on the minimum ordered or recognized salary at Category A.

- For students who have served as a student/intern/candidate supply or designated lay minister applicant before January 1, 2014, the increment category minimum salary achieved up to December 31, 2013 will be frozen. A letter was sent to all students in January 2013 advising of the details; if not received, please call Ministry and Employment 1-800-268-3781, ext. 3037.

Changes to the amounts for Weekend Supply and Worship Leadership and Preaching

- Previously, there was one minimum amount for Weekend Supply and one minimum amount for Worship Leadership and Preaching, both of which were based on the Order of Ministry category F minimum salary. Minimum Daily rates are now

provided for Order of Ministry, Recognized Ministry and Students.

- Compensation for ministry personnel is comprised of salary and the occupancy and use of a manse/housing allowance. Previously, the suggested minimum rates for Weekend Supply and Worship Leadership and Preaching did not take into consideration the housing component of compensation. The new minimum daily rates do.
- The minimum amount for Weekend Supply was based on per weekend, and Worship Leadership and Preaching on per occasion. The new minimum daily rates are based on one full day of work, eight hours (full-time ministry service is 40 hours/week). The time commitment for Weekend Supply and Worship Leadership and Preaching should be agreed upon by the ministry personnel and the ministry unit prior to the service at the time of scheduling, and remuneration is to take into consideration the new minimum daily rates.

Ordered Ministry	\$194 per day	Calculation is based on Category F Ordered Ministry annual salary divide by 52 (weeks) divide by five (days) plus 20% for housing.
RDLM*	\$188 per day	Calculation is based on Category F Recognized Ministry annual salary divide by 52 (weeks) divide by 5 (days) plus 20% for housing.
Student	\$151 per day	Calculation is based on Step 2 Student annual salary divide by 52 (weeks) divide by 5 (days) plus 20% for housing

RDLM* = Recognized Designated Lay Ministry.