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Lay Employees
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E&S Rep.
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connex

IMPORTANT UPDATES FROM PC-MEPS

ISSUE 46 | MARCH 2016

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- New Benefits Centre Administrator
- Moving to the New Way of Paying Salary

Working with a Net

It seems we are always moving through one season into the next, whether it's the seasonal changes of our climate, the church seasons, or the seasons of life. As I write this, the season of winter surrounds me with cold and snow and beauty, and yet the community has begun fundraising for the summer swim program.

In the church, we're in the season of Lent—but I'm just catching my breath after Advent and Christmas, and I realize Easter planning should begin. In my community, people are experiencing the changing seasons of life. In one day I have had conversations about a new birth, a baptism, a new home, beginning chemo treatments, recovering from surgery, a marriage certificate, a parent with dementia, and retirement.

I am grateful that there are resources and people to whom I can turn for help dealing with the many changes I face in ministry and in life. I know that the locals will not let me cross the ice by snowmobile until it's safe and that the taxi-boat



Debra Kigar on Harrington Harbour island looking to the mainland.

and helicopter will transport me when spring arrives. When I am overwhelmed and under-motivated to plan for Easter, I know that I can access the expertise of others to

give me a boost. And when I find myself struggling to cope with all the needs of my community, I know I have access to the experience of colleagues and friends.

I pray that you, too, know where to turn for the resources and people that can help you with the many changes that we all face. And if, like me, you are facing a transition in life or in employment, then the resources offered by Shepell.fgi can assist you.

Ministry and Employment unit can also refer you to resources. Just ask!

—Debra Kigar is a minister and member of PC-MEPS; she writes from Harrington Harbour, QC.

Benefits members have access to Shepell.fgi, the Employee and Family Assistance Provider. Get started online at www.shepellfgi.com with articles and assessment tools to manage stress, develop healthy habits, and find all kinds of great information! Call 24/7: 1-800-387-4765 (French 1-800-361-5676).

Transitioning to the New Compensation Model for Ministry Personnel

If you are ready to transition your minister's salary to the new compensation model, please note some changes to the current process for a smoother transition.

The first step is to contact one of the following individuals (1-800-268-3781):

Carmen Flores - cflores@united-church.ca, ext. 3166

Diane Collier - dcollier@united-church.ca, ext. 3148

General Council Office staff will take a more active role by personally assisting treasurers and will

- review transition payroll data for accuracy and submit it to ADP on behalf of the pastoral charge
- audit the payroll processed by ADP to ensure that changes were made
- notify the treasurer to confirm successful completion

During the first six months of our transition period, approximately 25 percent of ministry salaries have already moved to the new compensation model. We are well on our way to meeting the July 1, 2018 deadline.

Special Note

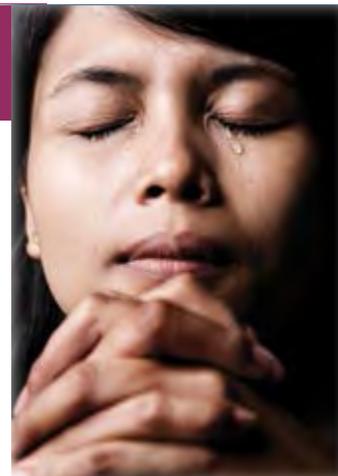
- To allow sufficient time for the review and audit processes now in place, **four weeks' notice is required** before the new format payroll can be run.
- **Ministers provided with a manse: No change.** These ministry personnel will continue to receive a base salary plus use of the manse.

I'm Just So **Stressed!**

Online Tools to Help

By understanding what areas of your life cause the greatest stress—maybe it's finances, work, or relationships—the Employee and Family Assistance Provider can help you make important changes so that you can better manage it. Benefit plans members have access to "The Stress Coach Connects" online program with Shepell.fgi.

This online tool at www.workhealthlife.com starts with a personalized stress assessment, and then helps you set goals, plan actions, and use interactive trackers. You can work through the program at your own pace online anytime. Give it a try; no stress!



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**Looking for your T4?
Ask your treasurer.**

**Looking for your T4-A? (Pensioners)
Contact RBC Investor Services
at 1-800-668-1320.**

Financial Assistance: Contact Correction!

In a recent issue of *Connex*, in the descriptions of the various financial assistance bursaries and funds available through the General Council Office, the contact number was incorrect. For all matters related to financial assistance, please contact the General Council Office at 1-800-268-3781 and ask for extension 3113.

Benefits Centre: McAteer Group Is New Administrator

McAteer Employee Benefit Plan Services will take over the operation of the Benefits Centre for members of the United Church's pension and benefit plans effective July 1, 2016.

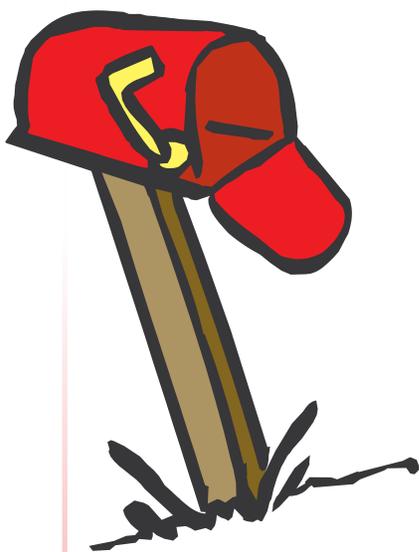
Because pension matters are often the most complex issues handled by the Benefits Centre, the Pension Board is responsible for selecting and monitoring the administrator of Benefits Centre services. With the conclusion of the initial contract with Aon Hewitt, our current provider, the Pension Board decided to review the offerings of other providers, in addition to Aon Hewitt. It concluded that McAteer is well-suited to meet the needs of the United Church. It is a smaller Canadian company based in Ontario and Alberta with clients across the country. It specializes exclusively in multi-employer plans like ours. Learn more about McAteer at its website, www.mcateer.ca.

As always, Ministry and Employment will be here to assist with challenges and escalations and can be reached at 1-800-268-3781 ext. 3161.

Do we still call the Benefits Centre?

Aon Hewitt will continue to operate the Benefits Centre through the spring. More information regarding the change to McAteer will be provided in the May issue of *Connex*, including any periods where the Benefits Centre will be closed.

If you know you want to **retire on or before September 1**, please call the Benefits Centre at your earliest convenience: 1-866-859-5025. Providing your retirement date and contact information will enable the timely preparation of your retirement package by the staff at the centre.



**Ensure You
Get Important
Information**

The address on your pay stub is the address we have on file for you: Is it correct? Important information, such as your Pension Statement, comes through Canada Post.

Treasurers: submit change updates to ADP with the complete address in Section 4 of the Payroll Update form. Send the forms to ADP (the fax number is on the form). Pastoral charges still using the "traditional" payroll: use New/Change Employee Sheet. Retired members: contact the Benefits Centre directly to update your address.

3-MONTH SUPPLY NOW STANDARD FOR MAINTENANCE DRUGS

Effective Feb. 1, 2016, Green Shield Canada (GSC) requires pharmacists to dispense at least a three-month supply for a number of maintenance drugs. This change to GSC policy means savings for you because you will pay fewer dispensing fees. Plus, you'll have the convenience of a three-month supply of medication.

This doesn't affect the 30-day supply policy for new medications (to determine tolerance, etc.), but will come into effect once tolerance is established. There are some exceptions! Speak with your pharmacist; they can submit a request for an exemption from GSC.

JUST CALL

GSC Customer Service Centre
at 1-888-711-1119
Mon.–Fri. 8:30 a.m.–8:30 p.m.
(Eastern).



Staying Connected: Forms PR404 and PR405 for Ministry Personnel

All ministry personnel serving in a pastoral charge or ministry site, including students serving in appointments, are requested to complete Part 1 of form PR404—Ministry Personnel Personal Information Form. You are also invited to complete Part 2 if you wish. The form can be found at www.united-church.ca (search “forms”).

Please submit the completed form:

- by mail: Pastoral Relations, Ministry and Employment unit, The United Church of Canada, 3250 Bloor St. West, Suite 300, Toronto, ON M8X 2Y4
- or scan and e-mail to ministry@united-church.ca

Once you have filed the form, any subsequent changes may be brought to our attention via form PR405—Ministry Personnel Change of Personal Information Form, also found on www.united-church.ca.

Please note: the PR404 form process is separate from the Benefits Centre database. You still need to notify the Benefits Centre about changes in your contact information.

Healthy and Fit for Less: Employee Discount at Goodlife

Did you know that you can get a Goodlife Fitness club discount? Employees can save money while enjoying the mental and physical benefits of exercising. Find out all the details about this at www.buyingunited.ca/goodlife-fitness.

The discount is one of the more popular deals that Buying United has been able to secure. Buying United is the central hub for pastoral charges, ministry sites, and United Church employees to take advantage of savings that have been negotiated through the EDGE Network for Ministry Development (www.edge-ucc.ca). EDGE research highlighted the need for additional financial resources at the local level, as well as encouraging purchases from ethically managed companies. By coordinating large purchases from a group of buyers, costs can be reduced for everyone. Find out about all the different benefits available: www.buyingunited.ca



Lee Lorenz | Dreamstime.com

To Get E-mail Notification

Receive e-mail notification about *Connex* (four messages per year); please ensure your e-mail address is in your Benefits Centre profile

— or —

Contact

Ministry and Employment:
MinistryandEmployment@united-church.ca
or
1-800-268-3781 ext. 3161



Need
connex
help?

Connex is the newsletter of the General Council Permanent Committee on Ministry and Employment Policies and Services (PC-MEPS) and of the Ministry and Employment unit.

For additional copies to circulate to your M&P committee, church board, congregation members, or presbytery representatives, or to comment on *Connex* or suggest topics for future issues, please contact:

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