

Please circulate to

- Treasurer
- M&P Committee
- Ministry Personnel/  
Lay Employees
- Presbytery Personnel/  
E&S Rep.
- Church Board/Office



# connex

IMPORTANT UPDATES FROM PC-MEPS

ISSUE 48 | OCTOBER 2016

In this  
issue

Payroll Info ■ Restorative Care Plan  
Minister Expenses ■ New Benefits Centre

## Faithful, Competent, Accountable Ministry

by Alan Hall

Since I came into the role of Executive Officer of the Ministry and Employment Unit in the fall of 2009, I have overseen an enormous amount of change: testing new ways of supporting effective leadership and healthy pastoral relationships in nine Conferences, redesigning compensation policies and introducing a compensation model for ministry personnel, changing pension contributions to better ensure the sustainability of our plan, undertaking two changes of pension and benefits plans administration service providers ... and the list goes on!

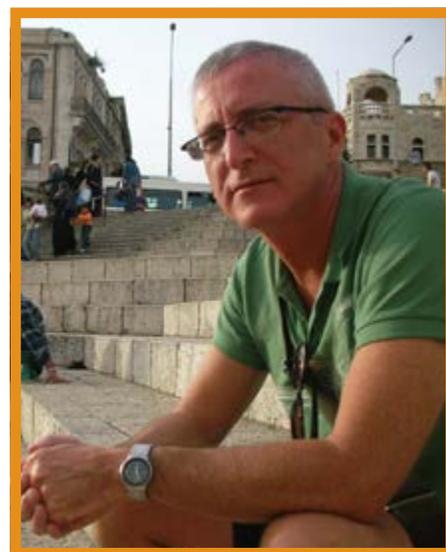
Many people do not like change, but change is an inevitable and unavoidable part of the church, the practice of ministry, and life itself. And get ready, there is more change on the horizon for the vocation of ministry as the church considers proposals to move from four courts to three councils of governance, establish an office of vocation, introduce a Candidacy Pathway, and bring designated lay, diaconal,

and ordained ministry into one order of ministry.

There are two recent changes of people in this area of work. Debra Kigar is the new chair of the Permanent Committee on Ministry and Employment Policies and Services. A diaconal minister, Debra recently concluded a five-year ministry with the Harrington Harbour Pastoral Charge in Quebec-Sherbrooke Presbytery. She has also served as a member of the committee since 2012. Adam Hanley, the former chair, resigned to take up the staff position of Program Coordinator for Ministry Personnel Vitality in the General Council Office. In this role, he will support the development and implementation of programs and services that contribute to vibrant and healthy ministry.

What drew me to this work seven years ago was a commitment to policies and services that support and assist ministry personnel in their role in local communities of

faith so that they (you!) can more effectively and satisfyingly provide faithful, competent, and accountable leadership. This remains my commitment to you, and that of the Ministry and Employment Unit, as we engage the full table of changes before us now. What sustains me in this ministry is the confidence and trust that in all things, we are not alone. God is, indeed, with us.



—Alan Hall is Executive Officer,  
Ministry and Employment, General  
Council Office

## When do I need to move to the new compensation model?

- When there is a new call or appointment for a ministry role, all ministry positions move to the new model (if more than one minister is serving at that ministry unit).
- If there is a change in status (e.g., a minister retires, then returns as retired supply) or terms of the call/appointment (e.g., hours are reduced or increased), then compensation must move to the new model when the change occurs.

For existing calls and appointment renewals, compensation must move to the new model by July 1, 2018.

## Moving to the new compensation model? Help is available...

January is a good time to move your minister's salary to the new compensation model. To make the move as smooth as possible, staff at the General Council Office are ready to assist. Contact Ministry and Employment at 1-800-268-3781:

- Carmen Flores: ext. 3166; e-mail: cflores@united-church.ca
- Diane Collier: ext. 3148; e-mail: dcollier@united-church.ca

## ADP Forms: Which one do we use?

- Use the Payroll Update Form if your minister is paid under the new compensation model (based on cost of living (COL) groups).
- Use the New/Change Employee Sheet if your minister lives in the manse (always), or receives a housing allowance (until July 1, 2018).
- The same form is to be used for all personnel at the ministry site.

To obtain the ADP payroll form, call ADP Client Services (1-877-377-4784), or contact [MinistryandEmployment@united-church.ca](mailto:MinistryandEmployment@united-church.ca), 1-800-268-3781 ext. 3161.



## Clergy Residence Deduction

### Ministers, do you intend to claim the clergy residence deduction at source in 2017?

If you have not already done so, now is the time to apply to Canada Revenue Agency for authorization to have your taxable income reduced by the clergy residence deduction amount. If approved, the amount of income tax deducted at source (pay by pay) for 2017 will be reduced. For direction on completing the necessary forms and to improve the probability of getting a positive response, go to [www.united-church.ca](http://www.united-church.ca); search and select "Instructions for Completing Form T1213 / TP-1016-V."

## Inactive Accounts

If you've stopped using your ADP account, ADP will keep your account in "temporary inactive" status for up to six months. If you would like to maintain this status longer, please call ADP Client Services (1-877-377-4784) every three months to confirm that your account should not be closed and provide an update as to the approximate date you plan to process a payroll. If ADP is not notified, the account may be closed after 6 months.

If it has been closed, contact the ADP Implementation Team to open a new account. E-mail [randee.armstrong@adp.com](mailto:randee.armstrong@adp.com). Please note that opening a new account may take up to four weeks.



### 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



## 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:

The United Church of Canada, Ministry and Employment Unit, 3250 Bloor St. West, Suite 300, Toronto, ON M8X 2Y4

E-mail: [MinistryandEmployment@united-church.ca](mailto:MinistryandEmployment@united-church.ca)

Phone: 1-800-268-3781 ext. 3161

160022

**Looking for the 2017 minimum salaries for ministry personnel?**Go to [united-church.ca](http://united-church.ca); search (red button) and enter "2017 salary."**FAQs: Minister Expenses****A question frequently asked by ministers: If I purchase books or an iPad through my continuing education allowance, can I take them with me when I leave the church?**

Yes, you can, if the church has processed the amounts through ADP as a taxable allowance. If the amounts have been processed as an expense, the iPad and books are the property of the church.

**What is the difference between a taxable allowance and an expense?**

**Expense** refers to reimbursement for costs incurred while carrying out employment-related responsibilities. The employee incurs the cost, provides proof of expense, and can be reimbursed by the ministry unit through ADP. An expense is payable (increases the net amount of pay received by the employee), non-taxable (amount employee receives is not subject to income tax, EI, or CPP), and non-reportable (amount employee receives will not appear as income on the T4/Relevé 1). Expenses do not have to be processed through ADP, but they can be, using the ADP Payroll Form, Section 7, "Ministry Personnel, Expenses & Allowances."

**Taxable allowance** is an amount paid to the employee through ADP that is designated for a particular purpose. However, the employee does not need to show proof of how the amount is spent. A taxable allowance is payable, taxable (amount employee receives is subject to income tax, EI, and CPP), and reportable (amount employee receives will appear as income on the T4/Relevé 1). Taxable allowances must be processed through ADP using the ADP Payroll Form, Section 7, "Ministry Personnel, Expenses & Allowances."

**Telephone, Cell Phone, Computer**

Based on Canada Revenue Agency guidelines, it is recommended that income provided to an employee to cover telephone/cell phone/Internet service plan fees, or for the purchase of a telephone/cell phone/computer, be processed through payroll as a taxable allowance. Employees can then claim remittances paid for eligible employment expenses when completing their Personal Tax Return.

For further information, search Canada Revenue Agency's website ([www.cra-arc.gc.ca](http://www.cra-arc.gc.ca)):

- T4044 – Employment Expenses, refer to: Chapter 3 – Employees earning a salary: Supplies: Computers, cell phones, and other equipment
- IT-352 – Employee's Expenses, Including Work Space in Home, refer to: Supplies
- T4130 – Employers' Guide – Taxable Benefits and Allowances, refer to: Chapter 3 – Other benefits and allowances: Cellular phone and Internet services

**Questions?**

Contact Lee Corlett, [lcorlett@united-church.ca](mailto:lcorlett@united-church.ca), 1-800-268-3781 ext. 3118.

**ANNUAL ADP YEAR-END PAYROLL COMMUNICATION**

Watch for the annual year-end communication being sent out toward the end of October to payroll administrators using the pastoral charge payroll service. This important communication will provide

- notable changes and reminders for 2016/2017
- a summary of important dates for year-end processing
- a 2016 to-do checklist: required ADP updates for the new year
- the most current version of the New/Change Employee Sheet and Payroll Update Form

**ONLINE LEARNING** United in Learning, in cooperation with Ministry and Employment, offers webinars on pension and benefits issues. Visit [united-in-learning.com](http://united-in-learning.com) for upcoming dates of the popular Pre-Retirement Seminar and The Benefits Story.



# McAteer Group ASSUMES OPERATION OF UNITED CHURCH BENEFITS CENTRE

Effective July 1, 2016, McAteer Group took over operation of the Benefits Centre from Aon Hewitt. Early feedback has been positive, and McAteer Group is committed to working hard for our members.

## Registration Online

Members of the pension and benefits plans are encouraged to register with the new Benefits Centre website: [www.uccan-benefitscentre.ca](http://www.uccan-benefitscentre.ca). Have your Green Shield card with you, and input your information as it appears on the card (ALL CAPS, for example). Functionality of this site will expand as the tools are developed and tested.

## Whom to Call

### Call the Benefits Centre at 1-855-647-8222 to confirm, change, or update

- beneficiary or spouse information
- benefit levels in the case of a life event
- a retired member address (active members: update address via ADP change form)

### Call Green Shield at 1-888-711-1119

- to get coverage details specific to you
- for predetermination of benefits (estimate of coverage) for medical expenses
- to report lost or stolen Green Shield cards
- to confirm coverage for overseas trips (especially to out-of-the-way destinations)

### Call the Ministry and Employment Unit at the General Council Office at 1-800-268-3781

- to request payroll forms (ADP)
- for direction on whom to call!

## Restorative Care Plan

The Restorative Care Plan (RCP) is the short-term disability plan offered to qualifying employees at no cost to them. This benefit is employer-paid.

### Who Is Eligible?

All active ministry personnel/employees are eligible for the RCP, provided they participate in the United Church's group benefits plan.

For more information on the Restorative Care Plan, we have a new resource entitled **The RCP Disability Road Map**, which describes the steps to follow for everyone involved in processing a disability claim. It can be viewed and downloaded from the Health, Dental and Life Benefits page (bottom of page): [www.united-church.ca/leadership/church-administration/health-dental-and-life-benefits](http://www.united-church.ca/leadership/church-administration/health-dental-and-life-benefits).

## Coverage for Employees Who Work 14 Hours or More per Week

Employees of the United Church are entitled to benefits and pension as long as they work 14 or more hours per week, even if the employee has two or more roles with different United Church employers that add up to 14 hours. The employer is not always aware of these situations, and our new service provider, McAteer Group, has a more robust system that will bring them to light.