



connex

IMPORTANT UPDATES FROM PC - MEPS

Please circulate to

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

IN THIS ISSUE

- Payroll Info for Treasurers
- Green Shield: Updates and New Features
- **New!** Pension corner



“What have I gotten myself into now?”

By Wendy Brown

Have you ever found yourself thinking or saying those very words? In both my professional life as a Medical Laboratory Technologist and as a volunteer with The United Church of Canada, I've frequently found myself asking yet another question: “What in the world possessed me to say, ‘yes?’”

I've been asked to lead a major transformation in my laboratory. Walls are coming down, major instrumentation is being replaced, and an entirely different staffing model is being embraced. The anxiety associated with the change, and the reaction of our staff to it, is palpable.

I marvel on how my professional life and my volunteer life seem to parallel one another. Accepting the

nomination as London Conference's lay rep to the General Council Executive, and attending General Council 42 provided to me with an opportunity to hear the voices of passion, anxiety, reasoning, anger, fear and, most importantly, hope from my brothers and sisters in Christ. I've come to appreciate that all of these reactions are normal and expected, especially when facing change of the magnitude we are experiencing now.

As a member of the Permanent Committee for Ministry and Employment Policies and Services, I have been appointed to the Office of Vocation task group along with volunteers from across Canada. I bring my professional association as a member of the College of Medical

Technologists, and experience of developing competency assessment tools and continuing education models to the table.

So to answer the questions, “What have I gotten myself into now? And what in the world possessed me to say ‘yes?’” I know I am exactly where God expects me to be and doing exactly what is expected of me; to give my time and talent and to confidently say ‘yes’ when opportunities arise.

—Wendy Brown is the General Council Representative on the Permanent Committee for Ministry and Employment Policies and Services, and a lay volunteer from London, Ontario.



COMPENSATION AND PAYROLL

Has your minister received the annual cost-of-living increase for 2017?

The 2016 minimum salaries have increased by 1.1% (the annual cost-of-living), effective January 1, 2017. To see the 2017 minimum salaries, go to united-church.ca; search and select “2017 minimum salary and allowances for ministry personnel.”

ADP payroll administrators need to let ADP know about the change to their minister’s salary. Salary changes for those with benefits and/or pension require the administrator to complete the TB LIF F on the Benefits Addendum; search “taxable benefit calculator” to help calculate this amount.

Claiming the clergy residence deduction (CRD) at source through ADP

In the new compensation model, the CRD source credit is set-up through Section 2 – Salary, Salary per Pay, Option 3 (Lines A, B, and D) on the Payroll Update Form. If the CRD source credit is done, it is important to complete All of Section 2 – Salary, Option 3 (Lines A, B, and D) when communicating salary and/or CRD changes to ADP.

With the old compensation model, and for ministers who live in a manse, the clergy residence deduction (CRD) source credit is set-up through Section 8 – Housing Allowance/Manse/Clergy Residence Deduction, using the New/Change Employee Sheet.

Both ADP payroll forms provide detailed information on the CRD. For more information, see the “Clergy Residence Deduction” page.

When do I need to move to the New Compensation Model?

- If more than one minister is serving at a ministry unit, all ministry positions must move to the new model when there is a new call or appointment for one of the positions.
- If there is a change in terms of the call/appointment (i.e., the hours are reduced or increased), then compensation must move to the new model when the change occurs.
- If your ministry site provides housing (manse) for Ministry, no change is required.

Reminder: the deadline for moving to the new compensation model is June 30, 2018.

New Compensation Model

Many pastoral charges have moved their minister’s pay to the new compensation model. To ensure the move is successful through ADP, please contact Ministry and Employment staff at the General Council Office:

Carmen Flores

cflores@united-church.ca; 1-800-268-3781, ext. 3166

Diane Collier

dcollier@united-church.ca; 1-800-268-3781, ext. 3148

Statement of Earnings & Deductions (Pay Statement)

Employers must provide employees with this statement for each pay. It is the payroll administrator’s responsibility to ensure this happens.

ADP provides several options:

1. ADP processes several reports with each pay, including the pay statement. Using Report on Internet (ROI), the ADP payroll administrator can print this statement and pass it on to the employee. No ADP service fees apply.
2. The ADP payroll administrator can ask ADP to mail the pay statement. (Currently \$1.66 per pay statement.)
3. The ADP payroll administrator can ask ADP to mail the payroll reports each pay, which includes the pay statement. (Currently \$4.51 per payroll.)

For more information, contact ADP Client Services at 1-877-377-4784



Understanding Green Shield Canada (GSC) policy and practice

DID YOU KNOW ?

EMPLOYERS: You probably know that EFAP is available to your employees, but did you know that it can also help you to create a better working environment and deal with difficult workplace matters? Confidential coaching is available on a range of sensitive issues including:

- Serious illness
- Cross-cultural communication
- Harassment
- Personal hygiene issues
- Difficult personalities or inappropriate/atypical behaviour

To learn more about the program or for an immediate People Leader Consultation call 1-800 387-4765.

Green Shield Canada, a leader in providing group health and dental insurance, has administered The United Church's health and dental plans since 2009. The church's plans, however, are not "insured". The money to pay claims comes directly from contributions made by members and participating employers. We all have a part to play, whether as a plan member, the plan administrator, or Green Shield Canada, to ensure the good stewardship of these funds.

GSC offers members these tips to help lower the cost of claims:

1. Choose reputable providers that are in good standing with GSC. If in doubt, search for and verify the provider:
 - Use plan member online services on greenshield.ca

- Use the GSC mobile app, GSC On The Go®, available from the Apple App store and Google Play
- Call GSC at 1-888-711-1119

2. Register for and use:
 - Plan member online services (greenshield.ca)
 - Self-serve features like submitting claims online
 - Sign-up for direct deposit

Go to the Green Shield Canada YouTube site (youtube.com/GreenShieldCanada) and search for "Welcome to Plan Member Services (SSO!)" and "The DIY Method: Online Claim Submission"

3. Protect the plan against fraud:
 - Make sure you are billed for services you received, and from the person who treated you
 - Don't sign blank forms that might be used to bill the plan for services not used
 - Don't pay cash; keep your debit and credit receipts
 - Don't pre-pay for packages; pay as you go and submit your claims only after services are provided

DID YOU KNOW ?

EMPLOYEES: You probably know that EFAP is available to help you in a crisis, but did you know that it also provides access to Family Support Services, information and resources to help you with everyday situations, including:

- Finding a new doctor
- Advice on parenting issues
- Childcare searches
- Eldercare
- Planning family and maternity/parental leaves

For more information, visit www.workhealthlife.com or call 1-844-880-9142





Watch this space in the next issue of Connex for a full page of helpful information about your pension plan, including an announcement that the 2016 Annual Report is ready for viewing. The next issue of Connex will be our first, combined benefits and pension issue and it will continue to bring you comprehensive information on your pension and benefit plans.

View all issues in the United Church's Commons: <http://commons.united-church.ca> (search "Foresight", then click the "Foresight" folder icon.)

A new pension video is now available. Visit [youtube.com/user/unitedchurchofcanada](https://www.youtube.com/user/unitedchurchofcanada) and search for "We Work on Your Pension." This video is one of a growing collection in the pension playlist on The United Church of Canada's YouTube channel.

In these videos, Pension Board members, the Pension Plan Advisory Committee Chair, and the Investment Committee Chair, answer some common questions about our pension. French subtitles are available; click settings (the 'gear' icon) and then select subtitles in either English or French. Watch this space for all your pension news and updates!

Meet My Migo: Employee and Family Assistance Program (EFAP)



Looking for help to manage what life throws at you? Meet My Migo. The new counselling program from your EFAP helps you achieve your goals. Through the My Migo app, you and EFAP experts will create a personal counselling plan that includes ongoing support and check-ins to keep you on track. My Migo helps you improve:

- Emotional wellness (depression, anxiety, self-esteem)
- Stress (personal, medical, workplace)
- Relationships (communication, conflict, enhancement, separation/divorce)
- Work life (communication, conflict, performance)

Watch the My Migo video on Morneau Shepell's website. Search "EFAP Tools and Resources" at www.morneaushepell.com, or call 1-844-880-9142

CONTACT US

Connex is the newsletter of #UCCan Permanent Committee on Ministry and Employment Policies and Services (PC-MEPS), the Ministry and Employment unit at General Council Office, and The Pension Plan of The United Church of Canada

 www.facebook.com/MinistryAndEmploymentUCCan

 [@UCCan_MandE](https://twitter.com/UCCan_MandE)

United Church Benefits Centre: 1-855-647-8222

(update personal information; start pension)

GreenShieldCanada: 1-888-711-1119,

greenshield.ca

(questions on coverage for health and dental; online tools; reminders)

Employee and Family Assistance Program (EFAP): Confidential, 24/7

1-800-387-4765 (English); 1-800-361-5676 (française);

shepell.com

Ministry and Employment unit at GCO: 1-800-268-3781, ext. 3161

MinistryandEmployment@united-church.ca