



# 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

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- Pension
  - What Is Shareholder Engagement?



By Lloyd Bruce

What does it mean to call what we chaplains do “ministry”? How do we engage the larger church in supporting that work? Prison chaplains, hospital chaplains, and military chaplains often feel isolated from the larger church, and the church is often unaware of the unique challenges those in institutional ministry face.

At the time I joined the Permanent Committee on Ministry and Employment Policies and Services (PC-MEPS), I had just left the position of chaplain at Springhill Institution and was living out my ministry as Operations Officer with Kairos Pneuma Chaplaincy Inc. (KPC Inc.). I was a member of Chignecto Presbytery while serving as a chaplain (as an employee of the General

Council Office) when the presbytery took the step of designating my work a Presbytery Recognized Ministry. In addition, they set aside a budget amount each year to support that work. Later, when the contracting model changed, KPC Inc. requested that the presbytery recognize KPC as a Presbytery Recognized Ministry. Again, Chignecto Presbytery saw the merit of affirming this relationship and supporting the ministry we share.

While much is in flux within The United Church of Canada, at the core we know that we are in relationship with each other and the Divine—that we are dependent on each other. I encourage all ministers to consider the institutional ministries being offered in your area. How might you connect

with them? How might you hear their stories? How might you participate in and support the ministry that is both theirs and ours, together?

Members of PC-MEPS are considering the implications of various remit scenarios, keeping at the forefront that primacy of relationship. Consider the ministries offered by those in institutions in your area and how you, and the courts of the church you are a part of, might be in relationship with them and those they serve.

—Lloyd Bruce is an ordained minister and a member of PC-MEPS who serves with the Sackville Pastoral Charge and lives in Amherst, NS. He has worked in chaplaincy for 14 years.



## New compensation model

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

With this new model, where a manse is not provided, ministers receive a single, comprehensive salary that incorporates what were formerly referred to as base salary and housing allowance.

**Ministers provided with a manse** continue to receive a base salary plus use of the manse.

To ensure the move is successful through ADP, please contact Ministry and Employment staff at the General Council Office:

**Diane Collier**

[dcollier@united-church.ca](mailto:dcollier@united-church.ca); 1-800-268-3781, ext. 3148

**Carmen Flores**

[cflores@united-church.ca](mailto:cflores@united-church.ca); 1-800-268-3781, ext. 3166

## Statement of Earnings & Deductions (Pay Statement)

In accordance with provincial employment standard guidelines, employers must provide employees with a statement of earnings and deductions (pay statement) each pay. It is the ADP payroll administrator's responsibility to make sure 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 the pay statement and pass it on to the employee. No ADP service fees apply.
2. The ADP payroll administrator can ask ADP to mail the payroll reports each pay, which includes the pay statement, subject to ADP postage fees.
3. The ADP payroll administrator can ask ADP to mail the pay statement, subject to ADP postage fees.

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

## Summer closure for pastoral charges: What to do

If your pastoral charge closes over the summer, ADP needs to be notified of this and remittances (for pension and benefits) missed over the summer months need to be reconciled.

**To notify ADP of the summer closure:**

1. Send ADP notification **1 week prior** to the payroll date immediately preceding the summer closure using the payroll form, *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 one week prior to the payroll date that the employee is to RECEIVE their pay, to reactivate their status.

**To reconcile remittances missed:**

Advise ADP of the one-time adjustments to be made prior to, or immediately following, the summer closure period (or both). To calculate the one-time adjustment amounts to be passed on 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 Client Services phone: 1-877-377-4784**

**Fax: 1-877-701-7329**

- ❖ Tools for Treasurers (Lay/Ministry) can be found at [united-church.ca](http://united-church.ca); search and select "budgeting tools for treasurers." Scroll down the page and click the appropriate link.
- ❖ ADP payroll forms are available from ADP Client Services, or contact the Ministry and Employment Unit: 1-800-267-3781, ext. 3161; [MinistryandEmployment@united-church.ca](mailto:MinistryandEmployment@united-church.ca).



## Green Shield

### Change4Life: rewards program

Health and wellness are often sacrificed as we move through our busy lives. There are devices out there to assist us by tracking our food intake, sleep duration, and activity levels. But that takes time!

Green Shield knows that incentives are a good way to interest folks in doing things. The online program “Change4Life” encourages members to track health and wellness. Simply go to [greenshield.ca](http://greenshield.ca) and select “Change4Life.” Enter your details, and earn some points. Then select a topic of interest in the “Learn & Earn” section (topics range from arthritis to cancer to financial health). Each time you learn, you earn more points. Use the points to bid on a reward—you could win gift cards from a variety of retailers. You can also link your fitness tracker (Garmin, Fitbit) to increase your points.

Register, learn, and maybe win! Keeping track and learning more about how to get and stay healthy means we all win.



- ❖ English site: [greenshield.ca](http://greenshield.ca)
- ❖ Site en français : [greenshield.ca/fr-ca/accueil](http://greenshield.ca/fr-ca/accueil)

## Do you know about Best Doctors?

Best Doctors is a service of the benefits plan. Primarily, the service offers members a second opinion to any medical diagnosis and a review of a treatment plan prescribed by your current medical practitioners. Other services are also available:

1. FindBestDoc<sup>SM</sup>: This service helps members find specialists in Canada, taking into account your unique medical history and geographic location, and matching you with the right doctor for your condition.
2. FindBestCare<sup>SM</sup>: When your medical condition requires treatment from a specialist outside Canada, Best Doctors will coordinate a search of their global database to find the experts best suited to your needs.
3. Best Doctors 360<sup>o</sup>: This service helps members get the information, tools, and resources they need when facing medical uncertainty, including condition-specific website links and articles; physician biographies; and contact information for specialists, groups, associations, and facilities.

## FIND OUT MORE: BENEFITS WEBINARS

The Ministry and Employment unit runs webinars to inform employees working 14-plus hours per week about their benefits, and the pension provided by the United Church.

The next Benefits Story webinar is

- ❖ September 20, 1 p.m. (Eastern): Register at [United-in-Learning.com](http://United-in-Learning.com). Click **Webinars** at the top of the page, then scroll down to The Benefits Story.

**Recordings available!** 

Can't join the webinars live? Go to [United-in-Learning.com](http://United-in-Learning.com), click **Recordings** at the top of the page, choose 2017 Programs, and then scroll down for

- ❖ The Benefits Story
- ❖ Pension Information Seminar

They're not as fun as the live shows, but all the information is there!

If you have a question, don't hesitate to contact Ministry and Employment. See Contact Us on page 4.



## NOW AVAILABLE

***The Annual Report of the Pension Plan of The United Church of Canada 2016.*** To view, download, or print, go to the United Church Commons at [commons.united-church.ca](http://commons.united-church.ca); search “pension,” and select the Pension Plan Annual Report 2016.

Prefer a hardcopy? Contact Ministry and Employment (see Contact Us below). Please ensure we have your name and address if you send us an e-mail or leave a phone message!

## Volunteer update: Pension Board welcomes Katharine Preston

Katharine joined the Pension Board in May 2017, bringing her knowledge of and experience with responsible investing to the group. Currently, Katharine is the Director for Responsible Investing at OPTrust, the organization that invests and manages the pension fund for the Ontario Public Service Employees Union (OPSEU) Pension Plan. Investing responsibly is a particular focus for the Pension Board.

## How shareholder engagement works

Last March PETA, the well-known animal rights group, did something surprising: they bought shares in Canada Goose, the Canadian outerwear manufacturer.\* Why is this surprising? Because PETA is a vocal critic of Canada Goose, repeatedly protesting against its use of animal fur and feathers in its products.

By becoming shareholders, PETA is able to attend shareholder meetings and work with other like-minded investors to promote their desire for Canada Goose to take the animals out of the process and make their coats animal-free. This is called shareholder engagement, and it has proven to be an effective way to “make the change” you’d like to see in a company.

This is why the Pension Board works with the Shareholder Association for Research & Education (see [share.ca](http://share.ca)). Partnering with organizations that are concerned about the same issues of environmental, social, and governance (ESG) factors can help move corporate behaviour to more earth-friendly and society-friendly operations. This responsible investment strategy helps to achieve the pension fund’s goals of fulfilling its commitment to keep the pension promise while considering ESG factors.

\*“Why Canada Goose’s Newest Shareholder Is Also Its Worst Nightmare,” [peta.org/blog](http://peta.org/blog) (March 13, 2017).

### THE NEXT “PENSION INFORMATION” SEMINAR IS

- ❖ September 13, 1 p.m. (Eastern): Register at [United-in-Learning.com](http://United-in-Learning.com). Click **Webinars** at the top of the page, then scroll down to Pension Information Seminar.
- ❖ **Recordings** are always available—see box on page 3. 

## 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

 [facebook.com/MinistryAndEmploymentUCCan](https://facebook.com/MinistryAndEmploymentUCCan)

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

United Church Benefits Centre: 1-855-647-8222  
(update personal information; start pension)

Green Shield Canada: 1-888-711-1119  
[greenshield.ca](http://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 (français);  
[shepell.com](http://shepell.com)

Ministry and Employment unit at GCO: 1-800-268-3781, ext. 3161  
[MinistryandEmployment@united-church.ca](mailto:MinistryandEmployment@united-church.ca)