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THE BOARD OF BENEFITS SERVICES OF
THE REFORMED CHURCH IN AMERICA, INC.

**Annual Insurance and
Retirement Benefits Information**

A guide for ministers, consistories,
classes, and regional synods

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Calendar year 2025



www.rca.org/airb

September 2024

Dear Friends,

This guide is made available to assist ministers, consistories, classes, and regional synods in understanding the promises made under Formulary No. 5 of the Reformed Church in America's *Book of Church Order* (BCO) and to provide information about the resources that are available through the Board of Benefits Services (BOBS). A digital copy of this guide is available at www.rca.org/airb.

As we continue to enhance this guide, it can be an effective training tool for new employees and treasurers who are responsible for benefits administration. It is also an excellent resource for those who are already familiar with the plans and requirements.

We don't expect you to be an expert on insurance and retirement benefits, but we do hope that you will read this information and find this resource helpful throughout the year.

If you have a question, please contact one of us at the Board of Benefits Services. It is what we do: serving those who serve. You will find our contact information in Section 11.

Sincerely,

A handwritten signature in black ink, appearing to read "Kelly Oliveira". The signature is fluid and cursive, with a long horizontal stroke at the end.

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Executive director of benefits services

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This guide highlights the primary aspects of the benefit plans sponsored by The Board of Benefits Services of the Reformed Church in America, Inc. (BOBS). Full details are contained in the legal plan documents. If there is any discrepancy or conflict between the plan documents and the information presented here, or on the website, the plan documents will govern. BOBS reserves the right to modify, amend, or terminate any benefit plan or practices described in this guide at any time.

Section 1: General Benefits Requirements

As stated in the *Book of Church Order (BCO)*, a consistory shall fulfill the provisions of the call form (Formulary No. 5) for all ministers serving the church **under call or contract** by paying the stipulated contributions to the RCA 403(b) Retirement Program. In addition, consistories must “provide benefits including group life insurance, long-term disability insurance, and medical insurance” for a minister (under call or contract) and their immediate family (*BCO Appendix, Formulary No. 5*). If the minister and their family elect medical coverage through a spouse’s employer-sponsored group plan, the church must compensate the minister for “any medical premium costs incurred by [the pastor’s] immediate family, up to the premium cost of the Reformed Benefits Association plan meeting the minimum standards stipulated for the year compensated” (*BCO Appendix, Formulary No. 5*). **These stipulations apply equally to full-time and part-time ministers under call or contract.**

There are, however, a few exceptions to this general rule. Chapter 1, Part 1, Article 2, Section 7 of the *BCO* states that “a consistory shall fulfill the provisions of the call form (*Appendix, Formulary No. 5*) for retirement and insurance for all ministers serving the church under call or contract unless (a) regarding retirement, the minister is covered by the retirement plan sponsored by the Regional Synod of Canada or the retirement plan of the communion where the minister’s membership is held, (b) the classis determines that the minister is serving the church part-time, as defined by the Board of Benefits Services, and that circumstances warrant that the consistory be exempt from this requirement, or (c) the minister is serving less than part-time as defined by the Board of Benefits Services” (2023 edition, p. 15).

It is essential to know what benefits an RCA-ordained Minister of Word and Sacrament is entitled to, whether you are a congregation or an eligible employer that provides the benefits, an RCA-ordained Minister of Word and Sacrament who receives benefits, or a classis that assures that the provisions of the call form are fulfilled. The following “Benefits Cheat Sheet” provides you with various examples for each situation. The first examples highlight benefits for ordained Ministers of Word and Sacrament and the later entries represent Commissioned Pastors and other special cases.

The benefits requirements depend on a few factors:

1. Employer type: RCA church, Formula of Agreement or CRCNA church, or other eligible employer
2. Minister type: RCA-ordained Minister of Word and Sacrament or RCA-ordained Minister of Word and Sacrament in a Formula of Agreement or CRCNA church
3. Employment status: full-time or part-time, under call or contract

Benefits Cheat Sheet

1. RCA Minister of Word and Sacrament serving (call or contract) an RCA church, classis, regional synod, or eligible employer full-time
 - » RCA 403(b) Retirement Program: at least 11 percent of compensation or effective buying power per household (EBPH), whichever is greater
 - » Group life insurance: ministers not enrolled in life insurance through the Reformed Benefits Association (RBA) will be automatically enrolled in a plan administered by BOBS
 - » Long-term disability insurance: all ministers working a minimum of 17.5 hours per week will be automatically enrolled
 - » Medical insurance¹
 - » Eligible to claim a clergy housing allowance when filing taxes

2. RCA Minister of Word and Sacrament serving (call or contract) an RCA church, classis, regional synod, or eligible employer part-time
 - » RCA 403(b) Retirement Program: at least 11 percent of compensation
 - » Group life: ministers working a minimum of 17.5 hours per week who are not enrolled in life insurance through the RBA will be automatically enrolled in a plan administered by BOBS
 - » Long-term disability insurance: all ministers working a minimum of 17.5 hours per week will be automatically enrolled.
 - » Medical insurance¹
 - » Eligible to claim a clergy housing allowance when filing taxes

3. RCA Minister of Word and Sacrament serving a Formula of Agreement or CRCNA church full-time
 - » RCA 403(b) Retirement Program: at least 11 percent of compensation or EBPH, whichever is greater
 - » Group life and long-term disability insurance

¹ Group medical insurance is available through the Reformed Benefits Association (RBA). The RBA is a nonprofit corporation established by The Board of Benefits Services of the Reformed Church in America, Inc. and the Christian Reformed Church in North America. Churches and other eligible employers may participate in benefits through the RBA or pay for the cost of comparable coverage for eligible ministers and lay employees. If the minister and his/her family elect medical coverage through a spouse's employer-sponsored group plan, the church will compensate for "any medical premium costs incurred by [the pastor's] immediate family, up to the premium cost of the Reformed Benefits Association plan meeting the minimum standards stipulated for the year compensated" (*BCO* Appendix, Formulary No. 5). These stipulations apply equally to full-time and part-time ministers under call or contract.

- » Medical insurance¹
 - » Eligible to claim a clergy housing allowance when filing taxes
4. RCA Minister of Word and Sacrament serving a Formula of Agreement or CRCNA church part-time
- » RCA 403(b) Retirement Program: at least 11 percent of compensation
 - » Group life and long-term disability insurance
 - » Medical insurance¹
 - » Ministers are eligible to claim a clergy housing allowance when filing taxes
5. Commissioned Pastor serving an RCA congregation
- » Commissioned Pastors are considered to be “lay employees” of the congregation. Churches are encouraged to enroll their Commissioned Pastors in benefits.
 - » With the authorization of the employer (church) through the Adoption Agreement, Commissioned Pastors are eligible to participate in the RCA 403(b) Retirement Program. The annual employer contribution is agreed upon by the Commissioned Pastor and the church.
 - » Commissioned Pastors are eligible to participate in group life and long-term disability insurance if working a minimum of 17.5 hours per week.
 - » Commissioned Pastors are eligible to participate in RBA health insurance plans if working a minimum of 20 hours per week.
 - » Eligible to claim a clergy housing allowance when filing taxes.
6. Formula of Agreement or CRCNA ordained Minister serving an RCA congregation
- » Must participate in the retirement and benefits program of their ordination
7. Married Co-Ministers (RCA-ordained Ministers of Word and Sacrament)
- » Each minister must be enrolled separately in the RCA 403(b) Retirement Program (see details above for full-time or part-time)
 - » Each minister must be enrolled separately in the group life and long-term disability insurance programs
 - » One health insurance family plan should be provided to the ministry couple

Updating Treasurer or Administrator Contact Information

Churches and other employers are responsible to ensure that BOBS has the name and contact information of the current treasurer and/or benefits administrator of the organization at all times.

We are aware that there may be frequent turnover of treasurers. If you are the person making contributions through Fidelity's online contribution remittance system—Simplified Contribution Platform (SCP)—and are leaving your position, be sure to contact SCP Help (scphelp@fmr.com or call 800-917-4369) to have the new person enrolled as a user or administrator. Also, immediately notify BOBS with the name, email address, and phone number of the new person fulfilling this role. BOBS will update our records and Fidelity's records. Simply send an email to retirement@rca.org stating that there has been a change and list the new contact person's name, phone number, and email address.

It is important to inform BOBS as soon as possible, especially if the departing treasurer or administrator is set up to remit retirement contributions online to Fidelity. The new contact person must be registered as a SCP user in order to continue remitting the contributions. More information about SCP can be found near the end of Section 2.

It is also important that group life, long-term disability, and medical insurance premiums continue to be paid in a timely manner to avoid the termination of coverage.

Formula of Agreement and Orderly Exchange of Ministers with the CRCNA

RCA ministers who serve a Formula of Agreement church (Evangelical Lutheran Church in America, Presbyterian Church [U.S.A.], and United Church of Christ), as well as RCA ministers who serve a Christian Reformed Church in North America (CRCNA) church, must participate in RCA benefits, including retirement, group life insurance, and long-term disability insurance. *Book of Church Order* minimums apply, including the minimum standard for health insurance. Likewise, a minister whose ordination is held in a Formula of Agreement denomination, or the CRCNA, who serves an RCA church will participate in the benefits services of the denomination who holds their ordination. The inviting church should expect to contribute to the minister's retirement and benefits programs in keeping with the practices of the sending denomination.

Churches in other denominations, beyond those listed above, are encouraged to, but are not required to provide the RCA-required benefits.

Section 2: RCA 403(b) Retirement Program

Retirement Contribution Requirements

The contribution amount payable to the RCA 403(b) Retirement Program account of eligible full-time ministers must be at least the amount of the effective buying power per household (EBPH) or 11 percent of eligible pay, whichever is greater.

The EBPH amount represents the minimum amount of employer basic contributions that should be made on behalf of ministers working full-time, prorated over the number of months worked in a calendar year. This amount is established annually by the Board of Benefits Services (BOBS) and is updated based on the national median earnings provided by the U.S. Department of Labor's Bureau of Labor Statistics.

The EBPH annual amount for 2025 is \$8,599.

The EBPH amount **does not** apply for part-time ministers. The annual employer basic contribution required for a part-time minister's RCA 403(b) Retirement Program account is calculated as 11 percent of the eligible pay of the minister.

The "compensation" is the total amount of base salary, wages, or other payments paid to a minister, including any employee contributions to the RCA 403(b) Retirement Program. It **also includes** the housing allowance designation and any taxable compensation added for ministers who are purchasing medical insurance for themselves and their families through a private insurance company, through a federal or state marketplace, or through the spouse's employer-sponsored group plan. It **does not include** any office allowance, vehicle allowance, education assistance allowance, bonus, or self-employment tax contributions (SECA) that are provided to assist with Social Security and Medicare tax obligations.

Eligible pay is defined as 100 percent of compensation if a parsonage is not provided. If a parsonage is provided, eligible pay is defined as 140 percent of compensation (actual compensation is grossed up by 40 percent; the contribution is then calculated as 11 percent of the 140 percent of compensation).

An RCA 403(b) Retirement Program contribution calculator is available on the Board of Benefits Services website:
www.rca.org/contributioncalculator.

Retirement Contribution Examples

Following are a few examples of how the RCA 403(b) Retirement Program contributions should be calculated for ministers who own or rent a home, and for ministers who are provided with a parsonage.

The easiest way to calculate retirement contributions is to use the Retirement Program contribution calculator at www.rca.org/contributioncalculator.

Note: These calculations are based on the RCA 403(b) Retirement Program plan document, which requires that contributions “must be at least the amount of the EBPH or 11 percent of compensation, whichever is greater”. The EBPH does not apply to part-time participants (see definition of part-time in Section 5). The complete plan document is available at www.rca.org/403b.

For ministers who own or rent their home

Example 1: A full-time minister who will work a full year in 2025. The minister will receive \$85,000 in compensation, of which \$15,000 is designated as housing allowance.

- The eligible pay is \$85,000 (\$70,000 taxable income + \$15,000 designated as housing allowance)
- The calculated contribution is \$9,350 (\$85,000 eligible pay x 11 percent contribution rate)
- The EBPH amount for 2025 is \$8,599
- The required church contribution is \$9,350 (the greater of the EBPH and the 11 percent calculated contribution)

Example 2: A full-time minister who will work a full year in 2025. The minister will receive \$40,000 in compensation, of which \$10,000 is designated as housing allowance.

- The eligible pay is \$40,000 (\$30,000 taxable income + \$10,000 designated as housing allowance)
- The calculated contribution is \$4,400 (\$40,000 eligible pay x 11 percent contribution rate)
- The EBPH amount for 2025 is \$8,599
- The required church contribution is \$8,599 (the greater of the EBPH and the 11 percent calculated contribution)

Example 3: A full-time minister who will work six months in 2025, with a start date of July 1, 2025. The minister will receive \$40,000 in compensation for the six-month period, of which \$7,500 is designated as housing allowance.

- The eligible pay from July to December is \$40,000 (\$32,500 taxable income + \$7,500 designated as housing allowance)
- The calculated contribution for the period from July to December is \$4,400 (\$40,000 eligible pay x 11 percent contribution rate)
- The six-month, prorated EBPH amount for 2025 is \$4,299.50
- The required church contribution for the six-month period is \$4,400 (the greater of the prorated EBPH and the prorated 11 percent calculated contribution)

Example 4: A full-time minister who will work six months in 2025, with a start date of July 1, 2025. The minister will receive \$20,000 in compensation for the six-month period, of which \$5,000 is designated as housing allowance.

- The eligible pay from July to December is \$20,000 (\$15,000 taxable income + \$5,000 designated as housing allowance)
- The calculated contribution for the period July to December is \$2,200 (\$20,000 eligible pay x 11 percent contribution rate)
- The six-month, prorated EBPH amount for 2025 is \$4,299.50
- The required church contribution for the six-month period is \$4,299.50 (the greater of the prorated EBPH and the prorated 11 percent calculated contribution)

Example 5: A part-time minister who will work a full year in 2025.

The minister will receive \$45,000 in compensation, of which \$10,000 is designated as housing allowance.

- The eligible pay is \$45,000 (\$35,000 taxable income + \$10,000 designated as housing allowance)
- The calculated contribution is \$4,950 (\$45,000 eligible pay x 11 percent contribution rate)
- The required church contribution is \$4,950
- EBPH is not applicable because of the part-time status

For ministers who are provided with a parsonage

Example 1: A full-time minister who will work a full year in 2025. The minister will receive \$65,000 in compensation, of which \$5,000 is designated as housing allowance, and will be provided with a parsonage.

- The eligible pay is \$91,000 (\$65,000 + [\$65,000 x 40 percent gross up for the parsonage])
- The calculated contribution is \$10,010 (\$91,000 eligible pay x 11 percent contribution rate)
- The EBPH amount for 2025 is \$8,599
- The required church contribution is \$10,010 (the greater of the EBPH and the 11 percent calculated contribution)

Example 2: A full-time minister who will work a full year in 2025.

The minister will receive \$40,000 in compensation, of which \$5,000 is designated as housing allowance, and will be provided with a parsonage.

- The eligible pay is \$56,000 (\$40,000 + [\$40,000 x 40 percent gross up for the parsonage])
- The calculated contribution is \$6,160 (\$56,000 eligible pay x 11 percent contribution rate)
- The EBPH amount for 2025 is \$8,599
- The required church contribution is \$8,599 (the greater of the EBPH and the 11 percent calculated contribution)

Example 3: A full-time minister who will work six months in 2025, with a start date of July 1, 2025. The minister will receive \$30,000 in compensation for the six-month period, of which \$5,000 is designated as housing allowance and will be provided with a parsonage.

- The eligible pay from July to December is \$42,000 ($\$30,000 + [\$30,000 \times 40 \text{ percent gross up for the parsonage}]$)
- The calculated contribution is \$4,620 ($\$42,000 \text{ eligible pay} \times 11 \text{ percent contribution rate}$)
- The six-month, prorated EBPH amount for 2025 is \$4,299.50
- The required church contribution is \$4,620 (the greater of the EBPH and the 11 percent calculated contribution)

Example 4: A full-time minister who will work six months in 2025, with a start date of July 1, 2025. The minister will receive \$20,000 in compensation for the six-month period, of which \$5,000 is designated as housing allowance, and will be provided with a parsonage.

- The eligible pay is \$28,000 ($\$20,000 + [\$20,000 \times 40 \text{ percent gross up for the parsonage}]$)
- The calculated contribution is \$3,080 ($\$28,000 \times 11 \text{ percent contribution rate}$)
- The six-month, prorated EBPH amount for 2025 is \$4,299.50
- The required church contribution is \$4,299.50 (the greater of the EBPH and the 11 percent calculated contribution)

Example 5: A part-time minister who will work a full year in 2025. The minister will receive \$35,000 in compensation, of which \$5,000 is designated as housing allowance, and will be provided with a parsonage.

- The eligible pay is \$49,000 ($\$35,000 + [\$35,000 \times 40 \text{ percent gross up for the parsonage}]$)
- The calculated contribution is \$5,390 ($\$49,000 \times 11 \text{ percent contribution rate}$)
- The required church contribution is \$5,390
- EBPH is not applicable because of the part-time status

Employee Contributions

All participants are encouraged to make pre-tax salary reduction contributions to the RCA 403(b) Retirement Program through payroll deduction. Many financial experts recommend saving about 15 percent of your annual income for retirement. The longer one waits to start saving, the greater percentage of income they will need to save as they get older.

Example: An employee making \$60,000 a year decides to make \$5,000 of pre-tax salary reduction contributions into their 403(b)

retirement savings. They might realize a tax savings of \$813, and significantly advance their retirement savings.²

To start saving through pre-tax employee contributions or to change your current contribution amount, log in to your account online at www.netbenefits.com

1. Click on the account balance.
2. Click “Manage Contributions”
3. Click “Contribution Amount and Catch-up Contributions”
4. Make or change your salary deferral contribution elections by clicking on “Begin EasyContributions” or “Begin Change Contributions”
5. Click “Update Now” or “Change Contribution Amount”

Fidelity will transmit your salary deferral election to BOBS, who will report your election(s) to your treasurer or administrator. Check with your treasurer or administrator if your salary deferral does not go into effect by the following month.

Contribution Limits

The Internal Revenue Service (IRS) has set annual limits on the contributions that may be made to a participant’s RCA 403(b) Retirement Program account. It is important that churches and other employers monitor the employer and employee contributions so they do not exceed the statutory limits set by the IRS. There are three types of limits that the IRS adjusts each year to reflect cost of living increases:

- A limit on employee elective salary deferrals—the Internal Revenue Code (IRC) Section 402(g) Limitation for Elective Deferrals
 - » This limit includes both pre-tax salary reduction contributions and designated Roth contributions to 401(k) and 403(b) plans combined
 - » The annual limit for 2024 is \$23,000
- There is also a separate rule that allows participants who are age 50 or older to make additional salary reduction or Roth contributions. The contribution is subject to IRC Section 414(v) Age 50 Catch-up contribution limit.
 - » The annual limit for 2024 is \$7,500
 - » This separate limit means a participant eligible for catch-up can contribute elective deferrals up to \$30,500 (\$23,000 (402(g) limit) plus \$7,500 (catch-up) in 2024
- An overall limit on all employee and employer contributions to a participant’s account. This is subject to the IRC Section 415(c) limit and applies to the total of:

² This example is only an estimate, based on a 12 percent federal tax rate and a 4.25 percent state tax rate. Tax rates vary from person to person and are subject to change. Please consult a tax professional to understand how pre-tax contributions might benefit you personally.

- » elective salary deferrals (but not catch-up contributions)
- » employer matching contributions
- » employer nonelective contributions
- » allocations of forfeitures
- » the annual limit for 2024 is the lesser of \$69,000 or 100 percent includible compensation

The includible compensation is taxable compensation, plus the salary reduction contributions to 401(k) or 403(b) plans, the elective deferrals to section 125 cafeteria plan, the elective deferrals to 457 plans (but not to church nonqualified plans), and the contributions to qualified transportation fringe benefit plans. The taxable compensation **does not** include any portion of a minister's compensation that is designated as housing allowance. When the church and minister determine the designated housing allowance, make sure the required annual contributions to the RCA 403(b) Retirement Program will not exceed the taxable compensation for the year.

Contribution limits for 2025 will be posted online as soon as the IRS makes them available. For current retirement contribution limits and a calculator specifically designed for churches contributing to an RCA minister's retirement account, visit: www.rca.org/benefits/retirement/contribution-limits

Excess Deferrals

Elective deferrals that exceed the 402(g) limits as stated above are called "excess deferrals." These deferrals must be distributed to the participant to correct 402(g) violations. It is critical that any corrections be made by April 15 of the following calendar year to avoid IRS penalties and to not put the plan in jeopardy. If you discover an employee has excess deferrals, contact the Board of Benefits Services immediately to begin the correction process.

RCA 403(b) Retirement Program Adoption Agreement

The RCA 403(b) Retirement Program is a multiple employer church plan and each employer (church or entity) is required to formally adopt the plan by completing and submitting an Adoption Agreement. By signing the document, an employer confirms its intention to participate in and comply with the RCA 403(b) Retirement Program.

The Adoption Agreement is a legal document that is required for compliance purposes. It also provides each employer some flexibility to customize retirement benefits for its employees. This customization could include addressing eligibility requirements to enroll lay employees, offering matching contributions for certain employees, or documenting vesting schedules for optional contributions, etc.

If the church or entity does not have an Adoption Agreement, or the Adoption Agreement on file is no longer accurate, the church or entity should download the form at www.rca.org/adoptionagreement, complete it, and submit it to the Board of Benefits Services. An electronic version of the Adoption Agreement is available upon request through retirement@rca.org. It's a good idea to keep a copy of the completed Adoption Agreement on file for the employer's record. If the treasurer or administrator is not sure about the status of the Adoption Agreement, contact the BOBS office at 866-221-5480 or email us at retirement@rca.org and we can assist you.

Retirement Contribution Remittance and Simplified Contribution Platform (SCP)

Churches and other employers must use Fidelity's Simplified Contribution Platform (SCP) (<https://contribution.appiancloud.com/suite/>) to make contributions to their employees' RCA 403(b) Retirement Program account. After setting up the bank information, only a few clicks are needed to finish each contribution request. Automated reminders and reporting functions help the church or employer to keep track of the payment schedule.

- **New User Access:** If your church or employer already has a SCP account and needs to set up a new user, the employer needs to provide the new contact information to Fidelity through the online request form: <https://fidelityinvestments.tfaforms.net/660093>. Fidelity will send the new user a temporary password and tutorial guide to help configure their access. The username will be the user's email address, so it is important to make sure the new user has access to the email account. The plan number for the RCA 403(b) Retirement Program is 72433.
- **Setting up an account:** If your church or employer does not have a SCP account, contact BOBS via email at retirement@rca.org or call 866-221-5480 for information on setting up an account.
- **Questions or troubleshooting:** If you have any questions or problems with the SCP system, contact Fidelity's SCP team at 800-917-4369 or SCPHelp@fmr.com.
- **Minister or employee serving two churches or employers:** When a minister or lay employee is serving more than one participating employer and both employers are submitting contributions to the RCA 403(b) Retirement Program, the contributions to Fidelity must be coordinated. There are two options:
 - » One employer will remit their contributions through SCP and the other employer must remit their contributions via paper check along with a remittance form. Those

churches or employers sending a check should contact BOBS at retirement@rca.org to receive the proper form and instructions for sending checks to Fidelity.

- » The churches or employers must decide which one of them will remit the contributions to Fidelity through SCP on behalf of the minister. One employer will need to remit the contributions for both employers and then seek reimbursement from the other employer. The division code for the remitting employer using SCP will be documented in the minister's or lay employee's Fidelity record.

Contribution Verification and Retirement Security Form

Each year, the Board of Benefits Services (BOBS) works to verify that RCA-ordained ministers receive the correct amount of contribution to their retirement account in accordance with the terms of the RCA 403(b) Retirement Program plan document, the Adoption Agreement, and the *Book of Church Order*.

The necessary information for BOBS to perform this annual review is collected as part of the annual Consistorial Report Form (CRF), through the Retirement Security Form (RSF) sub-section of the CRF. Because regional synods and classes do not complete the CRF, a separate communication is sent to them to gather the necessary information for RCA-ordained ministers and lay employees under their employment.

The RSF should be completed for each RCA-ordained minister and any lay employees who participate in the RCA 403(b) Retirement Program at your church or place of employment. The information is kept confidential and only accessed by the BOBS' staff.

The information that BOBS needs to perform this review is:

- total compensation paid to the minister, including the portion designated as housing allowance, if any
- amount of salary designated as housing allowance, if any
- indication if a parsonage was provided
- work status: either full-time or part-time (see definition of part-time in Section 5)

Once the CRF is closed, BOBS reviews the submitted compensation information and verifies that the proper amount of church/employer contribution was paid into the minister's RCA 403(b) account. Any contribution shortfalls are communicated to the church treasurer or administrator and the minister, along with a request for payment from the church/employer.

It is essential that churches complete the RSF so BOBS can verify that the proper amount of retirement contribution was paid to the minister's account and request additional funds if there is found to be a shortfall.

RCA Retirement Plan Reallocation

Since 2015, the Board of Benefits Services has been offering eligible participants the opportunity to reallocate funds from their RCA Retirement Plan account to their RCA 403(b) Retirement Program account.

Eligibility and the amount that can be reallocated each year is determined by BOBS in accordance with the IRS annual contribution limits, IRS regulations, and the participant's RCA-related taxable earnings within the last five calendar years.

For more information about the RCA Retirement Plan reallocation, check our FAQs at www.rca.org/reallocation.

Section 3: Distribution Options

The following is an outline of a participant's distribution options under each retirement plan when a participant has accumulated retirement savings.

RCA Retirement Plan #72175:

- To begin taking distributions from the RCA Retirement Plan, contact the Board of Benefits Services at 866-221-5480. Upon retirement (for RCA-ordained ministers) and termination (for lay employee and non-RCA ordained ministers), participants are provided with an RCA Retirement Plan Distribution Form to elect retirement/termination benefits (systematic withdrawals or lump sums in certain cases). **Due to the nature of the plan, this distribution must begin immediately upon retirement or termination and is irrevocable.**
- Upon reaching the age of 59½, a participant may elect to receive:
 - an annual lump sum distribution of up to 5 percent of their account balance as of December 31 of the prior year to be paid each year thereafter by March 1. *This election is optional, irrevocable, and in addition to the mandatory systematic withdrawals upon retirement.*
 - a one-time lump sum payment of up to 10 percent for the purpose of buying a residence. The proof of intention of a home purchase is required.
- While the purchase of annuities with funds from the RCA Retirement Plan is an option in the plan document, the purchase of annuities in the name of the board is suspended through

December 2025. If a participant wants to purchase an annuity with their funds from the RCA Retirement Plan, the purchase would require a fully taxable distribution with which the participant can then purchase an annuity in their name.

There are no IRS-required minimum distributions under this plan, ***but distributions must begin at retirement or termination and cannot be changed thereafter.***

For more details, visit the RCA Retirement Plan distribution options webpage at www.rca.org/retirementplandistributions.

RCA 403(b) Retirement Program #72433

Upon retirement (for RCA-ordained ministers) and termination (for lay employees and non-RCA ordained ministers), participants should contact Fidelity Investments at 800-343-0860 or access their online account at www.netbenefits.com to:

- request systematic withdrawals (monthly, quarterly, or annually)
- purchase a commercial life annuity
- take a general loan or home loan
- rollover their money to another eligible retirement plan (e.g., IRA, 403(b), 401(k))

Participants are not required to withdraw funds until the age designated by the IRS. The IRS requires that participants withdraw a minimum amount annually upon reaching the age of 73 (or 70½ if born before July 1, 1949). Participants must take the Required Minimum Distributions (RMD) by April 1 of the year after they turn 73 and then must take another RMD by December 31 of the same year and each year after that. Participants should proactively contact Fidelity to set up their RMD payments. If a participant is due for an RMD but has not taken enough distributions for the year, Fidelity will calculate the RMD amount and automatically issue the payment by the end of the year.

For more details, visit the RCA 403(b) Retirement Program distributions options webpage at www.rca.org/403bdistributions

Beneficiaries and account transfer upon death

The disposition of your retirement plan account(s) is done according to your wishes, per your beneficiary designation on file and the rules per each plan. If you are married, by default, your spouse is your primary beneficiary at 100 percent. If you wish to name a primary beneficiary other than or in addition to your spouse, a spousal consent form with your spouse's notarized signature must be completed. Upon your death, a spousal beneficiary's options vary depending on the plan:

- **For the RCA Retirement Plan:** BOBS must refer to your most current beneficiary designation. If you had already begun taking distributions at the time of your death, your beneficiary(ies) will continue the payment plan, i.e., receive the same amount at the same frequency or they can opt to take a full payout. If distributions had not yet begun, then your beneficiary(ies) will be required to take a full payout or make a distribution election to begin immediately. The election is irrevocable.
- **For the RCA 403(b) Retirement Program:** The spousal beneficiary and non-spousal beneficiary(ies) may receive a full payout or a spousal beneficiary may join the plan. In the case of a spousal beneficiary, an account will be opened in their name, and the assets from your account will be transferred to their beneficiary account. The spousal beneficiary will have all the same rights and privileges, except they will not be able to claim the minister's housing allowance on those distributions.

Designating and Updating Beneficiary Information

Be sure you designate and maintain current beneficiary information for your plan(s) and have them on file. The best way to ensure that your beneficiaries are paid out in a timely manner is to complete and/or update your beneficiary information by accessing your account online at www.netbenefits.com or by calling Fidelity Investments at 800-343-0860 so they can help you enter this information into NetBenefits. Be sure to fill out the beneficiary information completely with the legal name of the beneficiary(ies) and include their SSN(s), date(s) of birth, and address(es). It is a good practice to review your beneficiaries every couple of years and after every significant life event.

Section 4: Medical and Other Insurance

Medical Insurance

Group medical insurance is available through the Reformed Benefits Association (RBA). The RBA is a nonprofit corporation established by The Board of Benefits Services of the Reformed Church in America, Inc., and the Christian Reformed Church in North America. Churches and other eligible employers may enroll their ministers and lay employees in benefits through the RBA or pay for the cost of comparable coverage for eligible ministers. More information about the RBA and the products they offer can be found at www.reformedbenefits.org.

The RBA will offer five medical insurance plans for its members in 2025: the \$1,500 PPO Plan (previously known as the Premium Plan), the Surest Copay Plan, the \$2,000 Consumer Plan, the \$4,000 Consumer Plan,

and the \$8,000 Consumer Plan. In addition, they offer group dental and vision, group and supplemental life, and a variety of ancillary insurance products. Open enrollment through the RBA will be held **October 21 through November 1, 2024**. Coverage for those who enroll will begin on January 1, 2025. The RBA will be sending information regarding open enrollment in October.

As required in the *BCO*, if a minister and their family elect medical coverage through their spouse's employer-sponsored group plan, the church must compensate the minister for any medical premium costs incurred by their immediate family, up to the medical premium cost of the RBA plan meeting the minimum standards as stipulated for the year compensated. (See the later section for more on minimum standards.) Alternatively, churches and ministers may participate in a third party ICHRA (Individual Coverage Health Reimbursement Arrangement) to reimburse ministers for coverage purchased through the marketplace. Any funds provided directly to a minister to cover medical insurance must be considered taxable income.

Medical Insurance Continuation

When considering a severance package for a departing minister or other employee who is enrolled in medical insurance through the RBA, it is important to know that the RBA medical plan allows up to six months of insurance continuation as part of a severance agreement. After that period, the individual will be offered COBRA. If a minister is ending their employment at one church but is waiting for a call, they can remain on the RBA medical insurance for up to three months, providing the church pays the premiums directly to the RBA. Also, if a minister or other employee enrolled in medical insurance through the RBA retires before age 65, there may be options to stay on the plan as an "early retiree." For more information about medical insurance continuation, contact the RBA at benefits@reformedbenefits.org or 800-701-8992.

Reimbursement for Insurance Premiums

Churches are not able to use standard reimbursement practices if a minister purchases medical insurance through a private insurance company, through the marketplace, through Medicare, or through a spouse's employer-sponsored plan. Any funds provided directly to a minister to cover medical insurance must be considered taxable income.

Help Finding a Plan

The Reformed Benefits Association has partnered with Holmes Murphy and Group Benefits Ltd. (GBL) to offer a simple and personalized insurance resource. This could be especially helpful for those individuals working part-time, less than part-time, or whose church may not be able to afford a comprehensive medical plan for their minister. For more information, call 800-640-7382 or email sanderson@grpbenltd.com and mention Holmes Murphy.

Minimum Standards for Medical Insurance

Formulary No. 5 states, “Such insurance coverages shall meet or exceed the minimum standards stipulated by the Board of Benefits Services.” The minimum standard of coverage established by the Board of Benefits Services (BOBS) will be met by offering coverage that approximates the \$4,000 Consumer Plan, as offered by the RBA.

The \$4,000 Consumer Plan has an individual, in-network deductible of \$4,000, and a family deductible of \$8,000. The maximum, in-network, out-of-pocket cost is \$8,000 for an individual and \$16,000 for a family. Coverage is 70 percent after the deductible has been met and until the out-of-pocket maximum has been reached. Once the out-of-pocket maximum has been met, the plan covers 100 percent of eligible medical expenses.

Churches may not provide Medi-Share, or similar programs, for their minister in lieu of traditional health insurance. Health share plans are typically Christian-based and members must adhere to living a healthy lifestyle. The basic concept is that each member shares each other’s medical bills; however, members can be left uncovered because not all types of medical expenses are covered or the program may not be financially sound. Medi-Share and similar programs are not regulated by state or federal governments and therefore are not suitable alternatives.

Medicare

Ministers working under call or contract, age 65 and older, and enrolled in Medicare, should also enroll in a supplement or advantage plan to cover out of pocket expenses. While churches are not able to pay Medicare premiums directly, through a Section 105 plan, they can reimburse the minister for monthly premiums. Any funds provided to the pastor must be considered taxable income.

For more information, on-demand workshops, and videos about understanding the basics of Medicare, visit our Medicare resource section on this page: <https://www.rca.org/benefits/financial-health/retirement/>.

For one-on-one support with understanding Medicare, contact Dan Sarkipato at 269-808-1069 or dan@clearsolutions.team.

Health Savings Account (HSA)

A participant in a high-deductible health plan may establish a health savings account (HSA) that can be funded with pre-tax dollars. This HSA can be established by the employee through a local bank or credit union. Many RCA employers contribute to the HSA accounts of their minister. **It is recommended that employers fund no more than half of**

the HSA annual maximum contribution for an individual or family. An employee may also make pre-tax salary deduction contributions to an HSA up to the annual maximum for an individual or family. For 2025, the IRS has set the maximum contributions to an HSA at \$4,300 for a single person and \$8,550 for two or more persons enrolled in a qualified plan. Those over age 55 are allowed a catch-up contribution of \$1,000 annually.

Married couples with HSA-eligible family coverage will share the contribution limit of \$8,550. However, if both spouses have eligible self-only coverage, each spouse may contribute up to \$4,275 in separate accounts. If both spouses with family coverage are 55 or older, they must have two health savings accounts, one in each of their names, if they want to contribute an additional \$1,000 catch-up contribution.

Employees who are over age 65 and enrolled in Medicare are not eligible to contribute to an HSA. If an individual works beyond age 65 and defers Medicare, they should stop contributing to their HSA six months prior to receiving Social Security³.

Life and Long-term Disability Insurance

The *BCO* also requires that churches cover the premiums for group life and long-term disability (LTD) insurance for eligible RCA ministers. Employers must directly pay for the group life and LTD premiums as required by the group plan.

RCA ministers who enroll in medical insurance through the RBA must enroll in the RBA basic life plan. Participants in the RBA may also enroll in supplemental life insurance plans offered through the RBA.

Eligible RCA ministers who work a minimum of 17.5 hours per week are automatically enrolled in the group life and LTD insurance program administered by BOBS. Ministers who are enrolled in life insurance through the RBA are not eligible to also enroll in life insurance through BOBS. Eligible ministers will have the opportunity to enroll in voluntary life plans sponsored by BOBS during open enrollment from November 4 through November 25, 2024.

Part-time ministers who regularly work a minimum of 17.5 hours and no more than 29 hours per week may be exempt from participating in the insurance programs, as stated in the *BCO*. To apply for an exemption, a waiver of insurance form must be completed and submitted to BOBS. The waiver is available on the RCA website at <http://images.rca.org/docs/bobs/BenefitExemptForm-parttime-minister.pdf> or by contacting BOBS. The waiver must be signed by the minister, the consistory, and the classis. Ministers who work 30 hours per week or more are not

³ <https://www.fidelity.com/learning-center/personal-finance/hsas-and-medicare>

eligible to be exempt from group life and LTD insurance. Participation in group life and LTD insurance is a relatively inexpensive way to provide financial stability for a minister and/or their family in a time of illness or death. For this reason, BOBS encourages participation in group life and LTD rather than applying for an exemption.

Ministers without charge can continue to be covered by group life and LTD insurance for 90 days after their last day worked when enrolled in the Lincoln plans through the Board of Benefits Services. The most recent church where a minister without charge served must pay the premium for this extended period.

Group life and LTD are available to specialized ministers, commissioned pastors, as well as non-RCA ordained ministers (except those who are ordained within the CRCNA, UCC, ELCA, and PC[U.S.A.] denominations) who meet the eligibility requirements.

- More detailed information regarding the group life and LTD insurance programs offered through the Board of Benefits Services can be found at www.rca.org/ltd-and-group-life.
- Insurance rates can be accessed by using the following calculator: <https://www.rca.org/benefits/ltd-and-life-calculator/>
- Questions regarding the RBA life insurance plan should be directed to the RBA at benefits@reformedbenefits.org or 800-701-8992.

Coverage amounts

Group life insurance is a standard coverage of \$175,000 up to age 70, at which time the coverage decreases by 50 percent.

Employees may purchase optional life insurance up to \$500,000, spouse life insurance up to \$250,000, and child life insurance up to \$10,000. Employees must enroll within 31 days of first becoming eligible for benefits or during the annual enrollment period.

Porting or converting

Upon termination or becoming ineligible for participation, participants have the opportunity to convert their group life insurance (or voluntary life insurance, if enrolled) from a group term life insurance policy to an individual life insurance policy with Lincoln Financial. The premiums for an individual policy will be the insurance company's rate for coverage and is typically much higher than that of a group plan, but will remain the same throughout the life of the policy. Members enrolled in voluntary term life insurance (who are not losing coverage due to retirement) also have the option to continue their group term life insurance with Lincoln Financial through portability. The premiums are typically lower than conversion; however, they may increase at the discretion of Lincoln Financial. When members become ineligible

for insurance, BOBS sends a termination letter including instructions for contacting Lincoln Financial to discuss continuation options and insurance costs. Members must submit a completed conversion or portability form along with first payment to Lincoln Financial within 31 days of their insurance being terminated, so it is important to notify the classis and BOBS when a call or contract ends.

Those enrolled in life insurance through the RBA should contact the RBA at benefits@reformedbenefits.org or 800-701-8992 for conversion or portability information.

Beneficiary designations

Ministers enrolled in group life insurance through BOBS should complete a Lincoln Financial (our current insurance carrier) beneficiary form and submit it to the Board of Benefits Services. It is important to keep beneficiaries up to date as life events such as marriage, the birth of children, or death may change how you wish these funds to be paid out. If a beneficiary is not named, the life insurance benefit will be paid according to the policy. You may access the beneficiary form here: www.rca.org/lifebeneficiaryform.

Filing a claim

Contact Cineca Anthony at canthony@rca.org or 866-221-5480, option 2, to request a claim form.

Long-Term Disability Insurance and Salary Updates

Long-term disability (LTD) insurance is a critical benefit for ministers who become disabled and are not able to return to work. LTD income may only include salary from a classis-approved ministry. This income replacement insurance often helps the minister and their family make ends meet while the minister is not able to work due to disability. LTD insurance can replace up to two-thirds of a minister's employment income with a maximum monthly benefit of \$5,000 per month.

To ensure ministers have the proper amount of long-term disability insurance, employers should report any salary changes to BOBS. BOBS requests this information during open enrollment and again through a special mailing each summer. Failure to keep BOBS updated on salary information may impact the LTD payout if a minister becomes disabled. If the salary update is not submitted, then the default salary will be used. For 2025, the default annual salary is \$73,938.48 or \$52,813.20 if a parsonage is provided. You may use the following link to access our group life and disability salary change form: www.rca.org/lifeandltdsalarychange.

Imputed taxes

Per Internal Revenue Code Section 79, employer-paid group life insurance may generate taxable, imputed income. There is an exclusion

for the first \$50,000 of group life coverage, but anything over \$50,000 must be included in income, using the IRS Premium Table rates. More information is available by visiting (<https://www.rca.org/benefits/insurance/imputed-income-tax-calculator/>) and by visiting the IRS webpage: [irs.gov/government-entities/federal-state-local-governments/group-term-life-insurance](https://www.irs.gov/government-entities/federal-state-local-governments/group-term-life-insurance).

Billing and premium payment options

Invoices for the insurance premiums are emailed quarterly to the billing contact on file, allotting 30 days to make a full payment. Although BOBS prefers employers to set up automatic payments via ACH, payment may be submitted via credit card using the payment link listed on the invoice or by mailing a check to the RCA's finance department. All payment details are listed on the invoice.

Section 5: Definition of Part-Time Employment

Similar to the requirement that BOBS set the minimum standard for medical insurance for ministers, BOBS is also required to define “part-time employment.”

Because our plans and policies have varying eligibility requirements, the definition of part-time varies based on the product.

- For life and LTD insurance purchased through BOBS, part-time is defined as working a minimum of 17.5 hours but not more than 29 hours per week. Those working 30 hours per week or more are considered full-time. Those working 17 hours per week or less are considered less than part-time.
- A definition of part-time for the RCA 403(b) Retirement Program is anyone working 1 to 29 hours per week; however, consistories are required to make contributions for all ministers serving the church under call or contract. Those working 30 hours or more are considered full-time.
- For medical insurance, part-time means working a minimum of 20 hours but not more than 29 hours per week. Those working 30 hours per week or more are considered full-time. Those working 19 hours per week or less are considered less than part-time.

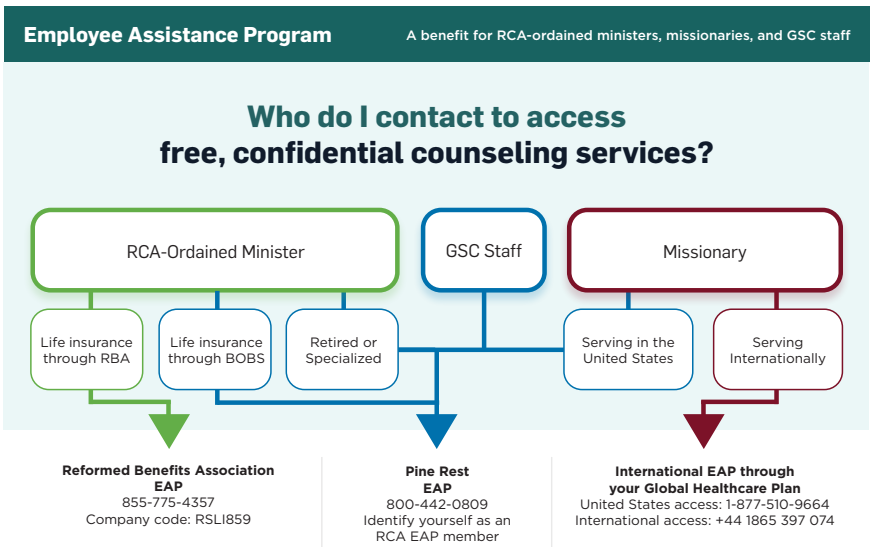
If insurance is purchased through the RBA, the RBA terms of participation require that any insured member must work a minimum of 20 hours per week. For further information, contact the RBA at at benefits@reformedbenefits.org or 800-701-8992.

Section 6: Assistance and Grants

Employee Assistance Program (EAP)

RCA-ordained ministers, missionaries, and General Synod Council (GSC) staff are provided free, confidential short-term counseling services through an Employee Assistance Program (EAP). The vendor is different depending on who you are and where your life insurance is provided.

The following diagram will help determine who to call if eligible participants are interested in seeking care. For more detailed information about the specific EAP benefits that you can access, visit www.rca.org/eap.



Grants Administered by the Board of Benefits Services

- **Assistance Fund:** Grants given to retired or disabled RCA-ordained ministers and/or their surviving spouses who have depleted their retirement funds and experience a long-term or immediate financial need. Lay missionaries with ten or more years of service and former employees of the Southern Normal School are also eligible for grants. Contact: mrich@rca.org
- **Ministerial Excellence Fund - Debt Relief:** Grants given to active RCA-ordained ministers and RCA commissioned pastors. Eligible clergy may apply in February for assistance in paying off many forms of debt. Mortgage debt and tuition for adult children are not considered. Contact: clergygrants@rca.org

- **Ministerial Excellence Fund - Retirement Kickstart:** Grants given to active RCA-ordained ministers and RCA commissioned pastors. Some clergy have stayed out of debt but have fallen behind in saving for retirement in order to do so. This grant is intended to help those individuals get on track. Eligible clergy may apply in February to receive grant funds in their RCA 403(b) Retirement Program account if they increase their own contributions as well. Contact: clergygrants@rca.org
- **Ministerial Excellence Fund - Clergy Revitalization Grant:** Grants given to active RCA-ordained ministers and RCA commissioned pastors. Up to \$3,000 grants given to assist clergy and congregations to have a three-week mini-sabbatical for rest and revitalization. Eligible participants may apply in February. Contact: clergygrants@rca.org
- **Bless Your Pastor:** Grants given to active RCA-ordained ministers and RCA commissioned pastors. Churches, assemblies, individual donors, or pastors may apply for up to \$2,000 in matching funds to pay down student loans or medical debt for their pastor (or for themselves if the grant recipient is providing the matching funds). Eligible clergy may apply from October through December. Contact: clergygrants@rca.org
- **Frank Williams Fund:** Grants given to active RCA-ordained ministers for unexpected personal medical expenses. This grant requires a match from the church or classis. Grant funds cannot be used for medical expenses of family members. Applications accepted year-round. Contact: clergygrants@rca.org

Section 7: Minister’s Housing Allowance

The minister’s housing allowance is a tax exclusion made available by the Internal Revenue Service. Many people talk about the housing allowance amount being a dollar amount that is above and beyond the minister’s salary. This is not accurate. The minister’s housing allowance is a portion of the minister’s salary that is officially designated as housing allowance.

Per the IRS, “a minister’s housing allowance (sometimes called a parsonage allowance or a rental allowance) is excludable from gross income for income tax purposes but not for self-employment tax purposes.

If you receive as part of your salary (for services as a minister) an amount officially designated (in advance of payment) as a housing allowance, and the amount isn’t more than reasonable pay for your services, you can exclude from gross income the lesser of the following amounts:

- the amount officially designated (in advance of payment) as a housing allowance;
- the amount actually used to provide or rent a home; or
- the fair market rental value of the home (including furnishings, utilities, garage, etc.)⁴

For a comprehensive guide to understand, designate, and report the minister's housing allowance, see the most recent Minister's Tax and Financial Guide: <https://www.rca.org/benefits/financial-health/clergy-taxes>

Section 8: Participating in Social Security and Medicare

The General Synod of 1996 directed the general secretary to inform newly ordained ministers that it is their responsibility to fully participate in the Social Security system (*Minutes of General Synod 1996*, pp. 304-6). The report from General Synod states the following reasons for not opting out:

- The Reformed tradition views government as a necessary means by which order is preserved.
- According to John Calvin, paying taxes is one way that citizens exercise their duty to the government and thus to one another.
- Those who would offer a conscientious objection to public insurance need to deal with the reality that, in modern society, the care of widows, orphans, and the elderly depends on established government programs.
- A minister of Calvinist persuasion will, it would seem, face a very difficult assignment if he or she is called before the IRS to give an account of his or her specific "religious considerations."
- If your opt-out decision was challenged by the IRS, no one in the official denominational structure will be able to support your view.

Section 9: Preparing to Retire

Retirement is an exciting event. To help remove some of the anxiety from this transition, BOBS offers some information, insight, and resources to help ministers and lay participants through the process.

⁴ <https://www.irs.gov/faqs/interest-dividends-other-types-of-income/ministers-compensation-housing-allowance/ministers-compensation-housing-allowance>

- **RCA-ordained ministers:** Your first step toward retirement is to notify your classis and have the classis declare you retired (using the Blue Form). Once your retirement date has been approved by your classis, the clerk should send denominational staff notice of your upcoming retirement. Ministers are also encouraged to notify the BOBS office so that BOBS can keep accurate and up-to-date records.
 - The earliest a minister can be declared retired by classis is age 60 (*Book of Church Order [BCO]*, Chapter 1, Part II, Article 15, Section 13c [2023 edition, p. 58]).
 - Upon attaining the age of 70, a minister who wishes to continue working does not have to be declared retired by the classis. After reaching age 70 the minister may no longer serve under call, but must move to a contract of no more than twelve months. Contract renewals are subject to approval of the classis and consistory. (*Book of Church Order [BCO]*, Chapter 1, Part II, Article 15, Section 10 [2023 edition, p. 57]).
- **Lay employees or non-RCA ordained ministers:** The last RCA employer will need to complete a Participant Retirement/Termination Notification Form and submit it to the BOBS' office. The form can be found at images.rca.org/docs/bobs/TerminationandRetirementform.pdf. The form can also be available by contacting BOBS at retirement@rca.org.

Items to consider when making your retirement plans

- Determine the amount you may need to withdraw as a lump sum for immediate needs.
- Budget for the time after you retire to determine how much income you will need from your retirement account(s) on an ongoing monthly, quarterly, or annual basis. While the amount you elect may be changed (RCA 403(b) Retirement Program only), you need to start somewhere: www.fidelity.com/viewpoints/retirement/retirement-and-budgeting

Some helpful resources

- BOBS' staff members offer Ready to Retire workshops three times a year. Participants age 55 and over will receive an email with dates and instructions to register each time the workshop is offered.
- Take advantage of the Fidelity retirement planning tools found on NetBenefits by accessing your account online at www.netbenefits.com.

- Connect with a Fidelity retirement planning expert consultant by calling 800-343-0860.
- Consult a clergy tax expert. It is important to note that all funds rolled out of the RCA 403(b) Retirement Program will no longer fall under the auspices of the housing allowance letter provided by the Board of Benefits Services, which states that distributions from the RCA Retirement Plan and RCA 403(b) Retirement Program may be declared as housing allowance.
- Enroll in a financial planning experience with Everence. BOBS may be able to subsidize the cost for RCA ministers who enroll in a year-long financial planning experience with a financial planning team who are experts in clergy finance. Contact retirement@rca.org for more information.

Section 10: Ending Employment

Termination for Lay Employees

The treasurer, church administrator, or employer contact should complete and send a Retirement/Termination Form to BOBS. The form is found at images.rca.org/docs/bobs/TerminationandRetirementform.pdf. The form can also be available by contacting BOBS at retirement@rca.org.

When a church leaves the RCA

For lay employees

- **The RCA 403(b) Retirement Program:** If an RCA church leaves the denomination, neither the church nor the lay participant may continue to contribute to the RCA 403(b) Retirement Program. The lay employee will become inactive until they terminate their employment with the church. Any contributions made after the date the church has officially left the denomination must be returned to the church. Once the lay employee stops working for the former RCA employer, they will have full access to their account and may request a payout or a rollover.
- **The RCA Retirement Plan:** A lay employee, if under age 60, is deemed “terminated.” If the participant is age 60 or older, they are deemed “retired” and, under the plan rules, will be required to elect termination/retirement benefits (full payout if terminated before age 60, or systematic periodic withdrawals). All elections from the RCA Retirement Plan are irrevocable.
- **Insurance through BOBS:** If the church leaves the denomination, the commissioned pastor or non-RCA ordained minister is

no longer eligible to participate in LTD and life insurance through BOBS. Coverage will be terminated and, if applicable, life insurance conversion/portability forms will be sent to the commissioned pastor or non-RCA ordained minister.

- **Insurance through the RBA:** A lay employee who is enrolled in insurances administered through the RBA should contact the RBA at benefits@reformedbenefits.org or 800-701-8992 to determine their eligibility.

For RCA-ordained ministers

- **The RCA 403(b) Retirement Program:** An RCA-ordained minister is always active in the plan, and the non-RCA church may continue to contribute to their minister's RCA 403(b) Retirement Program account as long as the minister remains ordained in the RCA. However, the church is no longer required to make basic employer contributions. The RCA minister is not required to participate in the RCA 403(b) Retirement Program while serving a non-RCA church but may do so and may always make salary deferred contributions.
- **The RCA Retirement Plan:** A minister will remain active in the plan. No action is required until the minister retires.
- **Insurance through BOBS:** RCA-ordained ministers may continue to participate in LTD and life insurance provided by BOBS as long as they are working a minimum of 17.5 hours per week and their employer pays insurance premiums.
- **Insurance through the RBA:** RCA-ordained ministers who are enrolled in insurances administered by the RBA should contact the RBA at benefits@reformedbenefits.org or 800-701-8992 to determine their eligibility.

When an RCA Minister Transfers Ordination from the RCA and the Church Leaves the RCA

- **The RCA 403(b) Retirement Program:** As long as the minister participant is still working for the same employer (whether an RCA church or not), a distributable event has not been created and the minister must leave their money in the plan. Should the minister leave that employer, they are deemed "terminated" in the plan, will have full access to their account, and may request a payout or a rollover or leave it in the plan until a later date.
- **The RCA Retirement Plan:** The minister, if under age 60, is deemed "terminated." If the minister is age 60 or older, they are deemed "retired" and, under the plan rules, will be required to elect termination/retirement benefits (full payout if demitted before age 60) or systematic periodic withdrawals. All elections are irrevocable.

- **Insurances:** Once a minister transfers their ordination out of the RCA, they are no longer eligible to participate in LTD and life insurance provided by BOBS. Their insurance will be terminated immediately. They will have 30 days from the date of termination to convert their insurance and continue it by making payments directly to Lincoln Financial.

If the minister or lay employee is enrolled in insurance provided by the Reformed Benefits Association (RBA), please contact the RBA office for more information at benefits@benefitsreformed.org or 800-701-8992.

For complete and up-to-date information regarding this subject, please visit: www.rca.org/leaving. Contact the Board of Benefits Services with your questions or to schedule a discussion: retirement@rca.org.

Section 11: Contact Information and Resources

General questions:

866-221-5480; retirement@rca.org

RCA Retirement Plan and RCA 403(b) Retirement Program:

Thos Shipley retired November 21. Contact 866-221-5480 or retirement@rca.org and one of our capable staff will be able to help you.

RCA life insurance and long-term disability insurance plans:

Cineca Anthony, life and LTD administrator: 866-221-5480;
canthony@rca.org

RCA 403(b) contribution verification, reallocation, and other special projects:

Feifei Liu, benefit actuarial analyst: 917-277-9374; feifeiliu@rca.org

Retiree chaplains and assistance program:

Mornier Rich, coordinator of retiree chaplains program and executive assistant to chaplain ministries: 917-277-9371; mrich@rca.org

Clergy financial health, communications, and grant projects:

Billy Norden, retirement and financial education coordinator: 616-541-0890; bnorden@rca.org

Executive director of Benefits Services:

Kelly Oliveira: 616-541-0869; koliveira@rca.org

For participant address changes, visit www.rca.org/addresschange.

Mailing address

Board of Benefits Services
475 Riverside Drive, Suite 1606
New York, NY 10115

Fax: 833-627-7620

When faxing an important document, confirm receipt by also emailing us at retirement@rca.org.

Fidelity Investments

Register and login: www.netbenefits.com or 800-343-0860

Reformed Benefits Association (RBA)

benefits@reformedbenefits.org or 800-701-8992

BOBS website: www.rca.org/benefits has several resources available for churches and other employers, RCA Ministers of Word and Sacrament, and Commissioned Pastors. A few of those resources are listed below.

- **Life and LTD insurance plans:** Premium calculator, imputed income calculator, and highlights of benefits
» www.rca.org/ltd-and-group-life
- **Retirement Contribution Calculator:** Calculator to help ministers and treasurers calculate the proper retirement benefit for RCA Ministers of Word and Sacrament
» <https://www.rca.org/contributioncalculator>
- **Compensation calculator:** Calculator to help classes, churches, administrators, and ministers understand the full cost of a compensation package, including salary, SECA tax assistance, and other benefits
» www.rca.org/compensation-calculator
- **RCA 403(b) Retirement Program and RCA Retirement Plan:** Plan document, tax limitations, distribution forms, summary of investment performance, and reallocation FAQ
» www.rca.org/benefits/retirement
- **Information for employer:** RCA 403(b) Retirement Program contribution calculator, summary of benefits for RCA ministers (Annual Insurance and Retirement Benefits Information Guide), and adoption agreement
» www.rca.org/benefits/employers
- **Privacy policy:** The RCA website contains a privacy notice about the information BOBS may collect, information BOBS may disclose, to whom BOBS might disclose the information, how to opt out, and BOBS's policy regarding confidentiality and security.
» www.rca.org/benefits/policy



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