January 2010

Dear Diocesan Administrator,

We're excited! The Episcopal Church now has a mandatory lay employees' pension system.

**Why is the Mandatory Lay Employees’ Pension System important?**
For 30 years, through resolutions passed by a number of General Conventions, the Church has agreed that lay employees should have pensions and a dignified retirement. The passage of Resolution A138 and its associated canon law in July confirmed the value that we as a Church place on our lay employees.

**Who's affected and how?**
The resolution provides that all domestic dioceses, congregations, missions, and other ecclesiastical organizations or bodies subject to the authority of the Church ("Church employers") are required to provide a pension program for all of their lay employees who are scheduled to work 1,000 or more hours a year ("eligible lay employees") no later than January 1, 2012. Employers have the option, but not the requirement, of providing lay employees scheduled to work fewer than 1,000 hours per year with such participation. The Church Pension Fund (CPF) was named the administrator of the lay pension system.

Many employers already provide lay pensions through CPF. For them, no action is required aside from making sure that all of their eligible lay employees are included and that they are meeting the employer contribution requirements and eligibility rules. Of the employers that currently do not provide lay pension plans through CPF, a number have chosen to participate as of January 1, 2010, and others are being enrolled on a rolling basis over the next two years.

In the coming weeks, you will be receiving the details of and timeline for the implementation of the lay employees' pension system.

**The Church Pension Fund is here to make it all easy for you and your employees.**

Although the deadline for compliance with the resolution is January 1, 2012, a number of employers who do not currently provide lay pension plans through CPF have chosen to participate sooner. Our implementation plan includes education and assistance through webinars, in-person presentations and printed materials. We will work with you to make sure the transition is pastoral and easy.

We understand there will be many questions, both from employers and employees. We are here to serve you.

**For more information**, please contact Michael Macdonald, Vice President, Retirement Programs & Services: (800) 223-6602 x6363, mmacdonald@cpg.org or Pattie Christensen, Assistant Vice President, Client Relations & Lay Plan Transfers, Retirement Programs & Services: (800) 223-6602 x8333, pchristensen@cpg.org.

Sincerely,

*Patricia M. Collier*

The Rev. Canon Patricia M. Collier
Senior Executive Vice President