



**CHURCH/ORGANIZATION CHANGE OF MINISTRY/EMPLOYMENT INFORMATION**  
 (Mail to: Pension Fund of the Christian Church, 130 E. Washington St., Indianapolis IN 46204-3659)  
 Phone: 317.634.4504 - Fax: 317.634.4071



Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State \_\_\_\_\_ zip \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Email \_\_\_\_\_

*Former Minister/Employee:*  
 Church/Organization \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State \_\_\_\_\_ zip \_\_\_\_\_  
 Termination Date of Ministry/Employment \_\_\_\_\_

**New Minister/Employee:**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State \_\_\_\_\_ zip \_\_\_\_\_  
 Phone: Home \_\_\_\_\_  
 Cell \_\_\_\_\_  
 Date Ministry/Employment: \_\_\_\_\_

**Position with Church/Organization (*please check one*):**

- Minister
- Minister of Music
- Secretary
- Other (list): \_\_\_\_\_
- Associate Minister
- Minister of Education
- Custodian

**Monthly Compensation:**

Cash Salary per month ..... \$ \_\_\_\_\_  
 Parsonage Allowances ..... \$ \_\_\_\_\_  
 Social Security Offset ..... \$ \_\_\_\_\_  
 Total Monthly Compensation..... \$ \_\_\_\_\_

**Dues Payment (*please check one*):**

- Church/Organization pays full 14% dues.
- Church/Organization remits 14% dues, with 3% member dues reduced before taxes from salary.
- Church/Organization remits 14% dues, with 3% member dues withheld after taxes from salary.
- Other \_\_\_\_\_

Member of Churchwide Health Care:  Yes  No

Full Premium will be paid by the church:  Yes  No

COVERAGE:  Single  Family  
 Single + One  
 Single + Children

*If no*, please indicate how the premium will be paid:  
 by church/organization \$ \_\_\_\_\_.  
 by member \$ \_\_\_\_\_.

**Treasurer or Remitting Officer:**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 City \_\_\_\_\_  
 State \_\_\_\_\_ zip \_\_\_\_\_

**Board Chair/Moderator**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 City \_\_\_\_\_  
 State \_\_\_\_\_ zip \_\_\_\_\_

**(SEE REVERSE SIDE FOR GENERAL INSTRUCTIONS)**

## GENERAL INSTRUCTIONS for Remitting Officers and Pension Plan Members

- Dues:**

Dues are 14% of the total monthly compensation. The church is encouraged to pay full 14% pension dues, but should pay at least 11%, leaving 3% for the member.
- Parsonage Allowance:**

Pension Plan dues can be paid on the cash salary plus parsonage. If parsonage is provided, add fair rental value (at least 25% of cash salary) plus utilities and other housing allowances. Otherwise, add the amount of housing and utility allowances.
- Monthly Compensation:**

To compute the monthly compensation, find the total annual salary. This may be done by dividing the annual salary by 12 and to it adding parsonage allowances (and/or the fair rental value). This is the Total Monthly Compensation for Pension Plan purposes.

*EXAMPLE "A": Salary \$600.00 a week and parsonage:*  
 $\$600 \times 52 = \$31,200 \div 12 = \$2,600.00$  plus (25% of \$2,600.00) = \$3,250 monthly  
14% full dues = \$455.00.

*EXAMPLE "B": Salary \$30,000 annually, \$12,000 annual parsonage allowance, \$3,000 Social Security Offset.*  
Total base:  $\$30,000 + \$12,000 + 3,000 = \$45,000 \div 12 = \$3,750.00$  monthly 14% full dues = \$525.00.
- Dues and Other Payments:**

When possible, Pension Plan dues and Tax Deferred Retirement Account (TDRA) contributions should be remitted by the church to the Pension Fund in one monthly mailing, even if separate checks are used.
- Health Care premiums should be remitted through the church treasurer or remitting officer to the Christian Church Health Care Benefit Trust, P. O. Box 660030, Indianapolis, Indiana 46266-0030.
- Treasurer or remitting Officer will be contacted in the case of any delinquencies.
- Detailed information on the Pension Plan benefits and other products/services is available from:

Pension Fund of the Christian Church  
130 East Washington Street  
Indianapolis, Indiana 46204-3659  
Ph. 317.634.4504 FAX 317.634.4071  
[www.pensionfund.org](http://www.pensionfund.org)  
Email: [pfcc1@pension.disciples.org](mailto:pfcc1@pension.disciples.org)