

A Guide to International Clergy Benefits



Rules in effect as of January 1, 2023
Revised as of March 2023

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Dear Friends:

Whether retirement is a distant dream, a next step, or a pleasant reality, The Church Pension Fund (CPF) is here to help you achieve financial security throughout your ministry and in retirement.

Reaching the goal of a dignified retirement requires both planning and partnership. We can help you plan. When we work actively together, CPF can be your informed and caring partner because we know the complex ins and outs of your benefits package, and we have your best interests at heart.

As this Guide makes clear, your participation in the International Clergy Pension Plan offers you much more than a pension benefit. It also ensures that you will have access to financial resources to help you and your family navigate different life events.

We hope you find this overview of the International Clergy Pension Plan and related benefits useful. As questions arise, please contact us or visit our offices when you find yourself in New York. You can reach us at 866-802-6333, Monday to Friday, 8:30 AM to 8:00 PM ET or at benefits@cpg.org. We are here to help.

Faithfully,



Mary Kate Wold
CEO and President
The Church Pension Fund



About The Church Pension Fund and This Guide

- The Church Pension Fund (CPF) offers administrative support in providing pension and other benefits to eligible clergy serving in the non-domestic dioceses of The Episcopal Church as well as certain dioceses in the Anglican Communion that are part of Iglesia Anglicana de la Región Central de América (IARCA). For ease of administration, the individual pension arrangements for these dioceses have been combined into a single, multiple employer plan, which is known as the International Clergy Pension Plan. The International Clergy Pension Plan is a non-qualified plan and is not subject to section 401(a) or 409A of the United States Internal Revenue Code of 1986, as amended. In addition, as a church plan, the International Clergy Pension Plan is not subject to the Employee Retirement Income Security Act of 1974, as amended.
- This Guide to International Clergy Benefits (Guide) is designed to help you understand the provisions of the International Clergy Pension Plan and other related benefits available as of January 1, 2023. This Guide should not be viewed as investment, tax, or other advice. To request information describing plan provisions in effect prior to January 1, 2023, please contact our [Client Services](#) group.
- You will note that certain terms are capitalized throughout this Guide, which means they are proper names or are defined in our [Glossary of Terms](#). Other more commonly used terms, such as eligible spouse or eligible child, also appear in our Glossary of Terms because they have a very specific definition under the International Clergy Pension Plan.
- This Guide uses “you” and “your” when referencing an Episcopal or IARCA cleric who is eligible to participate in the International Clergy Pension Plan.
- This Guide describes the benefits available to eligible Episcopal and IARCA clergy who work their entire career in a non-domestic diocese of The Episcopal Church or a diocese of IARCA, respectively. Clergy who serve in both domestic and non-domestic dioceses of The Episcopal Church should contact our [Client Services](#) group for information about their benefits as different rules apply.
- This Guide is the official plan document for all of the benefits provided under the International Clergy Pension Plan (including pension, disability, post-retirement health, and death benefits other than life insurance) and will govern that plan. The official plan document and underlying policy for the life insurance benefit will govern that benefit. In the event of a conflict between this Guide and any official plan document or policy, the terms of the official plan document or policy will apply.
- Individual situations may differ from those described in this Guide. If you would like to discuss your specific circumstances, please contact our [Client Services](#) group.



International Clergy Pension Plan

About the International Clergy Pension Plan

The International Clergy Pension Plan is provided to (1) clergy who are canonically resident in a diocese of The Episcopal Church and are serving in a non-domestic diocese of The Episcopal Church,* (2) clergy who are canonically resident in a diocese of IARCA,** (3) their eligible surviving spouses or other named beneficiaries, and (4) their eligible children. The plan is designed to offer a dependable source of income replacement in retirement or if you become disabled prior to retiring.

This is a non-qualified defined benefit pension plan, which provides a benefit based on a predefined formula that takes into account your years of service with The Episcopal Church or IARCA and compensation history. Benefits are funded by employer contributions called *Assessments* (although there are certain limited circumstances when you may contribute yourself).

In addition to a pension benefit, if you participate in the International Clergy Pension Plan, you, your eligible spouse, eligible children, or other eligible designated beneficiaries may also receive the following benefits:

- Major Medical Supplement
- short-term disability benefits
- long-term disability benefits
- banking fee subsidy
- child benefits
- life insurance benefit

Episcopal clergy serving in a domestic diocese of the Church participate in a different pension plan called The Church Pension Fund Clergy Pension Plan (Clergy Pension Plan).

If you are an Episcopal cleric serving in the Diocese of Puerto Rico, you participate in the International Clergy Pension Plan for tax reasons. However, the benefits that you receive are substantially the same as the benefits provided to participants in the Clergy Pension Plan. Those benefits are described in “A Guide to Clergy Benefits,” and you should use that guide as your reference but understand that the tax treatment of your benefits may be different.

Please contact our *Client Services* group if you have any questions.

Sources of Retirement Income

Your pension can help you build a secure future. When planning for retirement, it is important that you look at all of the sources that may be available to you, including these:

- Government-provided retirement benefits
- Personal resources, such as individual savings and investments
- Other retirement benefits you or your spouse may have earned in other professions

Need Help Planning?

To find out how we can help you take control of your financial future, please contact our *financial education specialists*.

* The non-domestic dioceses of The Episcopal Church are Colombia, Cuba, Dominican Republic, Ecuador Central, Ecuador Litoral, Haiti, Honduras, Puerto Rico, Taiwan, Venezuela, and Virgin Islands (British only). (See the explanation above about clergy who serve in the Diocese of Puerto Rico.)

** The IARCA dioceses are Costa Rica, El Salvador, Guatemala, Nicaragua, and Panama.



International Clergy Pension Plan At-A-Glance

Participation

If you are an ordained Episcopal or IARCA cleric, you automatically participate in the International Clergy Pension Plan if you are compensated, regularly employed, expected to work five or more consecutive months for the same Episcopal or IARCA employer, and your employer pays *Assessments* to CPF. For Episcopal clergy, your employer also must be located in a non-domestic diocese of The Episcopal Church.

If your position is expected to last for less than five months, and you have a letter of agreement directing the payment of Assessments by your employer for the services that you will provide, you have the option to participate in the International Clergy Pension Plan.

Learn more about when participation begins and eligibility for benefits [here](#).

Brazil and the Philippines

Because these countries are no longer dioceses of The Episcopal Church, no new enrollments are allowed for clergy serving in Brazil or the Philippines. Any benefits available to clergy in those former Episcopal dioceses are subject to the rules in effect when a cleric last earned credited service under the applicable plan.

How Benefits Are Calculated

Your pension benefits are calculated using a formula that takes into account various factors, including:

	What Is It?	Why Is It Important?
Credited Service	The period of years and months that your employer has paid full <i>Assessments</i> on your Total Assessable Compensation and, if applicable, for which you have personally paid Assessments. You earn Credited Service for all benefits (pension, life, and the Major Medical Supplement) as long as full Assessments are paid.	Credited Service is used to calculate your pension amount. It is also used to determine your eligibility for, and the amount of, the <i>Major Medical Supplement</i> .
Highest Average Compensation	If you earn Credited Service on or after January 1, 2018, your Highest Average Compensation is generally the average of the seven highest-paid, non-overlapping 12-month periods during which you earned Credited Service over your entire career.	Highest Average Compensation is used to calculate your pension amount.
Total Assessable Compensation	The basis for the amount your employer pays in Assessments. Specifically, your employer must pay 18% of your Total Assessable Compensation, which is the sum of the following annualized amounts: <ul style="list-style-type: none">• Base salary (excluding housing) and scheduled taxable cash payments• Cash housing allowance and/or utilities	Both Highest Average Compensation and Credited Service are dependent on your Total Assessable Compensation. For each month that your employer pays the full Assessment due, you will earn one month of Credited Service, and your Total Assessable Compensation for that month may be counted toward your Highest Average Compensation.

* Any form of severance (including pay continuation following a termination of employment) should be excluded in all cases. In addition, employer-paid tuition for dependents is not assessable unless it is taxable, and imputed income is not assessable.



Total Assessable Compensation (continued)	What Is It?	Why Is It Important?
	<ul style="list-style-type: none"> • Employer contributions to a qualified and/or non-qualified plan • One-time payments (applies to month when paid), plus • The value of <i>employer-provided housing</i>, which equals 30% of the sum of the four bullets above. (However, if the sum of the preceding four bullets above is less than the <i>Hypothetical Minimum Compensation</i>, the value of employer-provided housing equals 30% of the Hypothetical Minimum Compensation.) • Note that if the only type of compensation that your employer provides is housing, then your Total Assessable Compensation equals 30% of the Hypothetical Minimum Compensation. 	

Please note:

- Your Total Assessable Compensation is taken into consideration when determining your Highest Average Compensation only if and when Assessments (and, if applicable, interest) are paid in full.
- If you personally pay for *Assessments*, the compensation level on which you pay personal Assessments in full also will be taken into consideration when determining your Highest Average Compensation.
- CPF reserves the right to request documentation, such as a government wage reporting form or a letter of agreement, at any time to support the amount of an individual’s Total Assessable Compensation that is reported to us.

Vesting

Vesting means you are entitled to receive a pension benefit from the International Clergy Pension Plan upon your retirement. You become vested when you earn five years of Credited Service or are age 65 or older while an *Active* participant. (For example, if you find your first employment in the Church when you are age 67, you will be fully vested under the International Clergy Pension Plan after your employer makes the first *Assessments* payment on your behalf.) If you earned at least two years of *Credited Service* and, prior to January 1, 2018, transferred to/from The Episcopal Church from/to another church that is a member of the Anglican Communion, your service outside of The Episcopal Church will count for vesting purposes under the International Clergy Pension Plan. You must provide a written request to CPF, along with any required supporting documentation, in order to receive vesting credit.

When You Can Begin Receiving Benefits

You can begin receiving your vested pension benefit at the following points in time:

Early Retirement	At or after age 55
Normal Retirement	At or after age 65
Mandatory Church Retirement Age	At age 72*

* This is the mandatory retirement age in The Episcopal Church. If you are an IARCA cleric, your bishop or diocese may require that you retire at age 70. In no event can you delay your retirement beyond age 72.



Participation and Eligibility

Types of Participation

There are two types of participation in the International Clergy Pension Plan: mandatory and optional.

Mandatory Participation

If (1) you are a deacon, priest, or bishop who is canonically resident in any diocese of The Episcopal Church or a diocese of IARCA, (2) your employer is subject to the authority of The Episcopal Church or IARCA (or is associated with The Episcopal Church or IARCA and has elected to participate in the International Clergy Pension Plan), and (3) your employer is located in a non-domestic diocese of The Episcopal Church or a diocese of IARCA, you must participate in the International Clergy Pension Plan if you are

- expected to be regularly employed (as explained below) for five or more consecutive months by the same employer and
- compensated* by your employer.

You will be treated as regularly employed if you meet at least one of the following requirements:

- You have a letter of agreement (or other contract of employment) with your employer.
- You are duly called to your position by your bishop, vestry, or rector.
- Your position has a formal title (for example, rector or priest-in-charge) indicating an ongoing substantial relationship with your employer.
- Your employer issues you a government wage reporting form.
- You are scheduled to work at least 20 hours per week.

Please note: If you are expected to be regularly employed for less than five consecutive months, but actually work for five or more consecutive months, your participation in the International Clergy Pension Plan will be mandatory retroactive to your date of hire. Please see [When Enrollment Begins \(and Ends\)](#) for additional details. Please report any changes to your employment status to our [Client Services](#) group.

Optional Participation

There are two types of optional participation:

If You Are Expected to Work Less Than Five Consecutive Months

If you would otherwise meet the criteria for mandatory participation except that you are expected to be regularly employed for less than five consecutive months, you and your employer may choose to participate in the International Clergy Pension Plan if you have a letter of agreement (or other contract of employment) that provides for the payment of [Assessments](#) on your behalf by your employer.

Religious Orders

If you are a member of a religious order, you cannot participate in the International Clergy Pension Plan unless and until your order elects to participate (by completing an employer adoption agreement) and has all of its eligible clergy members enrolled in the International Clergy Pension Plan. In addition, your order must agree to pay Assessments on behalf of all eligible clergy members. Assessments are based on each member's [Total Assessable Compensation](#). Please see [Cost of Coverage](#) for details on Assessments.

Two-Clergy Families

If both you and your spouse are ordained, each of you will participate in the International Clergy Pension Plan independently and will receive benefits based on your own service to The Episcopal Church or IARCA, as applicable.

* Effective January 1, 2018, if your only compensation consists of ad hoc, one-time payment(s)—that is, you have no regularly scheduled compensation—enrollment in the International Clergy Pension Plan is not permitted.



Extension of Ministry

If you are regularly employed by a non-Episcopal or non-IARCA organization, or any society, organization, or body associated with The Episcopal Church or IARCA that has not elected to participate in the International Clergy Pension Plan, you may choose to participate in the International Clergy Pension Plan through an Extension of Ministry. To qualify, you must be exercising active ordained ministry in pastoral, educational, or social work that will advance the mission of The Episcopal Church or IARCA and, if you are an Episcopal cleric, that will not violate the Constitution and Canons. Please refer to the [Extension of Ministry application](#) available at cpg.org for more information. Keep in mind that full [Assessments](#) must be paid on your [Total Assessable Compensation](#) to earn Credited Service under the International Clergy Pension Plan for your Extension of Ministry, and CPF maintains the right to request supporting documentation.

When Enrollment Begins (and Ends)

Your enrollment in the International Clergy Pension Plan will begin on the first day of the month coinciding with or immediately following your date of hire once your employer makes the first [Assessments](#) payment on your behalf. For example, if your employment begins on March 15, 2023, your enrollment in the International Clergy Pension Plan will begin on April 1, 2023, but only after your employer pays the full Assessment due for April.

Your enrollment in the International Clergy Pension Plan will end on the last day of the month in which your employment ends. For example, if your last day of work is October 15, 2023, your enrollment in the International Clergy Pension Plan will end as of October 31, 2023, and your employer must pay the full Assessment due for October.

Eligibility for Benefits

Eligibility for the benefits described in this Guide is based on your participant status under the International Clergy Pension Plan as follows:

You Will Be...	If...
Active	<ul style="list-style-type: none">• you are regularly employed and enrolled in the International Clergy Pension Plan, have earned at least one month of Credited Service, and Assessments are no more than 24 months past due, or• your enrollment in the International Clergy Pension Plan has ended because you are no longer employed and no more than six calendar months have passed following your last day of employment (referred to as a “six-month grace period”), or• your six-month grace period is over, and you have paid personal Assessments for each month following your last day of employment up to the current month, or• you have earned 25 or more years of Credited Service, or• you were classified as Deemed Active as of December 31, 2017. (In general, being Deemed Active means that you were eligible to retire at the time you stopped earning Credited Service. As of January 1, 2018, Deemed Active is no longer a status under the International Clergy Pension Plan.)

In addition, if you are approved for short- or long-term disability benefits, you will be considered Active under the International Clergy Pension Plan as long as you are receiving disability benefits.



- Inactive**
 - your *enrollment* in the International Clergy Pension Plan has ended because you are no longer employed, your six-month grace period (as described above) has ended, and you have not paid *personal Assessments* (or your personal Assessments are past due), or
 - you are *regularly employed* and enrolled in the International Clergy Pension Plan, but your employer has not paid *Assessments* for more than 24 months, or
 - you are not otherwise Active.

- Retired**
 - you have initiated retirement and started to receive your pension benefits and have not subsequently return to active ministry.

If You Are Deposed or Removed

Notwithstanding the rules above, if you are deposed or removed in accordance with the Constitution and Canons or under similar rules for IARCA, you will be considered Inactive as of the first day of the month following your deposition or removal unless you have earned 25 or more years of Credited Service or were classified as Deemed Active as of December 31, 2017.

The chart below shows the benefits you are eligible for based on your participant status under the International Clergy Pension Plan. Please note that this is a high-level overview; **other eligibility requirements and conditions apply.** You will find summaries of these benefits in this Guide.

	Benefit	Active	Inactive	Retired
Disability	Short-Term Disability Benefit	Yes	No	No
	Long-Term Disability Benefit	Yes	No	No
Death	Preretirement Survivor Benefit	Yes (benefit may be based on Credited Service projected to age 65)	Yes, if vested (benefit is based on actual Credited Service)	N/A
	Resettlement Benefit Upon Preretirement Death	Yes	No	N/A
	Life Insurance Benefit (Pre- and Post-Retirement)	Yes	No	Yes, if Active immediately prior to retirement
	Child Benefit (Pre- and Post-Retirement)	Yes	Yes, if vested	Yes
	Post-Retirement Survivor Benefit	N/A	N/A	Yes, if elected at retirement



Retirement	Resettlement Benefit	N/A (unless you receive long-term disability benefits for six months)	N/A	Yes, if Active immediately prior to your first retirement (and you have not already received it)
	Monthly Pension	N/A	N/A	Yes
	Christmas Benefit	N/A	N/A	Yes
	Discretionary Cost-of-Living Adjustments	N/A	N/A	Yes
	Major Medical Supplement	N/A	N/A	Yes, if Credited Service requirement is met

If You Have an Eligible Spouse

Your eligible spouse may receive certain benefits described in this Guide. An eligible spouse is an individual to whom you are legally married (1) both on the date you stop earning Credited Service and on your retirement date or (2) on the date of your death, whichever occurs first. In addition, you must earn at least 12 months of Credited Service while married. Please note that unless all of these requirements are met, your spouse will not be eligible for the spousal benefits described in this Guide.

Important note: Documentation is required. CPF requires a copy of your marriage certificate to determine eligibility for spousal benefits. If you cannot provide a marriage certificate, then a written court order is required as evidence of your marriage.

What Happens if You Marry Later in Life?

If you are planning to retire shortly after you marry, or if you married after you had already stopped earning Credited Service under the International Clergy Pension Plan, your spouse may not be eligible for benefits. We strongly recommend that you carefully consider whether to retire if you have not earned at least 12 months of Credited Service while married.

If You Have an Eligible Child or Children

Your eligible child or children may receive certain benefits described in this Guide. Eligible children include these:

- A legal child who was living on the date that you stopped earning Credited Service or was born or adopted within 12 months thereafter, or
- A stepchild, foster child, or legal ward who was your “tax dependent” (as defined below) in the calendar year in which you stopped earning Credited Service (or in the calendar year immediately following the year in which you stopped earning Credited Service) and in the calendar year of your death.
 - ~ A “tax dependent” for this purpose is a stepchild, foster child, or legal ward who (1) lives in the same long-term (not temporary) residence as you for more than half of the year at issue; (2) is younger than you and is also younger than age 19 at the end of the year (or age 24, if they are a student or disabled); and (3) does not provide more than half of their own support for the year.

In addition, an eligible child must be under the age of 25 at the time of your death or must be disabled. If disabled, the eligible child must have become disabled prior to reaching the age of 25. CPF will consider a child to be disabled if they are receiving government-sponsored disability benefits or has been determined to be disabled by CPF’s Medical Board, designated as *Aflac Incorporated (Aflac)*.



Cost of Coverage

Employer Assessments

Your employer or diocese funds the International Clergy Pension Plan and all other related benefits provided by CPF through Assessments. However, there are certain situations when you may *personally pay Assessments*.

The CPF Board of Trustees sets the Assessment rate, which is 18% of your *Total Assessable Compensation*. This means that every month, your employer is required to pay 18% of 1/12 of your projected annual Total Assessable Compensation. If you have multiple employers, each one is billed based on the portion of your Total Assessable Compensation that it pays or provides to you.

Interest

All Assessments are due on the last day of the month for which they are billed. If your employer does not pay the full Assessment when it is due, interest may be applied. Beginning on January 1, 2024, interest will be charged on Assessments that are three months or more overdue. The annual rate used to calculate interest will be 4%. The rate is subject to periodic review.

Please note that CPF will not accept late Assessment payments unless the accrued interest is also paid. Once you retire under the International Clergy Pension Plan, however, no Assessments will be accepted other than in the ordinary course of your retirement processing.

Personal Assessments

You may choose to personally pay Assessments when you have a break in service. This means you can pay Assessments to maintain your eligibility for benefits if you are

- currently between cures,
- not receiving compensation from your employer for any reason (for example, an unpaid leave of absence), or
- suspended or restricted from exercising ministry in The Episcopal Church or IARCA.

Personal Assessments may be paid for up to 24 months and must begin on the first day of the month immediately following the last month in which you were employed and/or earned compensation. However, if you are deposed or removed before the end of the 24-month period, personal Assessments must stop by the end of the month in which your deposition or removal occurs.

Personal Assessments equal 18% of the *Hypothetical Minimum Compensation* or your *Highest Average Compensation* (you decide which one) and are billed monthly. Once you make a choice and have paid the personal Assessment owed, you cannot retroactively change your choice if it would decrease the amount on which you personally paid Assessments. (You may, however, retroactively “buy-up” to the higher amount.)

Personal Assessments are due by the end of the month for which they are billed. If you do not pay the full Assessment when due, *interest* may be applied.

A Word About Funding*

The timely payment of Assessments is critical, since they fund the benefits that CPF and IARCA provide to eligible clergy and their beneficiaries. All Assessments (contributed by employers and clergy) are pooled together and invested by CPF. When you retire, you will receive a monthly pension benefit for the rest of your life. After you die, the International Clergy Pension Plan may also provide ongoing benefits for your eligible surviving family members. Since pension benefits are based on a formula, the amount of your benefit will not be affected by CPF’s investment performance.

Important note: We strongly encourage you to monitor whether your employer is paying Assessments in a timely manner. Late Assessment payments may accrue interest, and mean that you will not

- earn Credited Service unless and until Assessments (and, if applicable, interest) are paid in full or
- receive all the benefits for which you and your family may be eligible because your status (*Active/Inactive*) under the International Clergy Pension Plan may be affected.

* The Constitution and Canons mandate that employers that are subject to the authority of The Episcopal Church, or employers that are associated with The Episcopal Church and that elect to participate in the International Clergy Pension Plan, make Assessment payments to CPF on behalf of eligible Episcopal clergy.



Important to know:

- If you are not currently employed, not enrolled in the International Clergy Pension Plan, and more than six calendar months have passed following your last day of employment (please refer to the definition of *Active*), your status under the International Clergy Pension Plan will become *Inactive* if each month's Assessment is not paid in full when due. In other words, in order to remain Active once the six-month grace period following a termination of employment ends, you must pay personal Assessments beginning with the month immediately following your termination of employment through the current month.
- If you experience a break in service and do not personally pay Assessments, you and your family may lose *eligibility for benefits* in the event of your disability or death. This is because personal Assessments generally will not be accepted by CPF **after** you become disabled or following your death. If you have a break in service, you are strongly encouraged to pay personal Assessments when they are due.

Please contact our *Client Services* group to discuss your personal situation.

A Closer Look at Your Pension

The following section will help you understand the key components of the International Clergy Pension Plan and how your pension benefits are calculated.

Highest Average Compensation

Highest Average Compensation is generally the average of the seven highest-paid, non-overlapping 12-month periods during which you have earned Credited Service over your entire career.

To calculate your Highest Average Compensation, the compensation that you have earned for pension purposes (that is, on which Assessments have been paid in full and for which you have earned Credited Service) over your **entire** career is taken into consideration. Please note:

- 12 consecutive months comprise one 12-month period. (Months in which no compensation is earned are dropped.)
- The seven 12-month periods do not need to be consecutive; however, they cannot overlap.
- If you have less than seven years of compensated employment during which you earned Credited Service, then all of the months in which you earned compensation and Credited Service will be used to determine your "career average."

The Definition of Highest Average Compensation May Vary

The definition of Highest Average Compensation described here is used only if Credited Service is earned under the International Clergy Pension Plan on or after January 1, 2018. Please note that, prior to January 1, 2018, the International Clergy Pension Plan used other definitions to determine your Highest Average Compensation. If you established a Highest Average Compensation on or before December 31, 2017, then it can never be lower than the Highest Average Compensation determined by the definitions in effect prior to January 1, 2018.

How Credited Service Works

As long as your *Total Assessable Compensation* is greater than \$0, you will earn one month of Credited Service under the International Clergy Pension Plan for each month that your employer pays the monthly Assessment (including interest, if applicable) in full. The Credited Service that you earn counts toward all benefits (pension, life, and the *Major Medical Supplement*). If your employer only partially pays (or does not pay) the Assessment due, you will not earn any Credited Service for that month.

If you are employed by multiple employers, you will earn one month of Credited Service if any one of your employers pays its applicable Assessment in full for the month. Please note that you cannot earn more than one month of Credited Service for any particular month.

The longer you serve in compensated positions in The Episcopal Church or IARCA, the more Credited Service you will earn and the greater your pension benefit will be, provided all Assessments are paid in full.



When Your Pension Benefits Begin

If you are *vested* under the International Clergy Pension Plan, there are three instances when you can or must retire and start to receive your pension benefits:

Early Retirement	At or after age 55
Normal Retirement	At or after age 65
Mandatory Church Retirement Age	At age 72*

How Your Pension Benefit Is Calculated

At Early Retirement with Less Than 30 Years of Credited Service

If you retire at or after the early retirement age of 55 with less than 30 years of Credited Service, your annual pension benefit is subject to reduction and calculated as follows:

$$\begin{aligned} & \text{Highest Average Compensation (up to \$10,000) x Credited Service} \\ & \text{(capped at 25 years) x 4\%} \\ & \text{Plus} \\ & \text{Highest Average Compensation (in excess of \$10,000) x Credited Service} \\ & \text{(uncapped) x 1.5\%} \\ & \text{= Your Total Annual Normal Retirement Benefit} \\ & \text{Less} \\ & \text{5\% x each year (approximately 0.4167\% per month) your early retirement} \\ & \text{date is short of age 65} \\ & \text{= Your Total Annual Early Retirement Benefit with} \\ & \text{Less Than 30 Years of Credited Service} \end{aligned}$$

Special Transition Rule for Grandfathered Participants: If you were age 55 or older and were Active (or Inactive but had a vested benefit) as of December 31, 2017, and you retire at or after age 60 and prior to age 65, your pension benefit will be reduced by 0.2% for each month that your early retirement date precedes age 65. If you retire before age 60, however, the reduction of 5% per year (approximately 0.4167% per month) will apply.

At Early Retirement with 30 or More Years of Credited Service

If you retire at or after the early retirement age of 55 with 30 or more years of Credited Service, you will receive the normal retirement benefit (unreduced for early commencement). Your annual pension benefit is calculated as follows:

$$\begin{aligned} & \text{Highest Average Compensation (up to \$10,000) x Credited Service} \\ & \text{(capped at 25 years) x 4\%} \\ & \text{Plus} \\ & \text{Highest Average Compensation (in excess of \$10,000) x Credited Service} \\ & \text{(uncapped) x 1.5\%} \\ & \text{= Your Total Annual Early Retirement Benefit with 30} \\ & \text{or More Years of Credited Service} \end{aligned}$$

* This is the mandatory retirement age in The Episcopal Church. If you are an IARCA cleric, your bishop or diocese may require that you retire at age 70. In no event can you delay your retirement beyond age 72.



At Normal Retirement

Here is how your annual pension benefit is calculated if you retire at or after the normal retirement age of 65:

Highest Average Compensation (up to \$10,000) x Credited Service
(capped at 25 years) x 4%

Plus

Highest Average Compensation (in excess of \$10,000) x Credited Service
(uncapped) x 1.5%

= Your Total Annual Normal Retirement Benefit

Minimum Pension

As long as you are *vested* and *eligible to retire*, the International Clergy Pension Plan provides a minimum pension benefit based on your Credited Service. Your status at retirement (*Active/Inactive*) does not affect the amount of the minimum pension.

The annual minimum pension benefit equals \$120 times your Credited Service, with a minimum of \$2,400 and a maximum of \$4,800. The minimum pension is subject to the *early retirement reduction*. CPF will automatically determine if you are entitled to a minimum pension at the time your retirement package is prepared.

The International Clergy Pension Plan also provides a minimum pension benefit for an *eligible spouse*. The minimum spousal pension is set at 80% of your minimum pension, unless you elect an *optional form of payment* at retirement. CPF will automatically determine if your eligible spouse is entitled to a minimum spousal pension.

At Mandatory Church Retirement Age

The Mandatory Church Retirement Age is 72 for Episcopal clergy. If you are an IARCA cleric, your bishop or diocese may require that you retire at age 70. In either case, your annual pension benefit is calculated using the same formula that is used for *normal retirement*.

If you are actively working in the Church or IARCA and meet the eligibility requirements to participate in the International Clergy Pension Plan, you may continue to earn Credited Service until age 72, assuming *Assessments* are fully paid. If you are still working in the Church or IARCA after age 72, you will not earn Credited Service for your work, and Assessment payments will end.

Examples: Clergy Like You

The following scenarios offer examples of clergy who retire at normal or early retirement age. For illustrative purposes, these examples are based only on the formulas described in the section *How Your Pension Benefit Is Calculated*. They do not take into consideration the normal or *optional forms of payment*, which could change the amount of the benefit.

Normal Retirement

Example 1

The Rev. Romulo Gallego is vested and ready to retire. In addition,

- he is 65 years old (the normal retirement age),
- he has 28 years and six months (28.5 years) of Credited Service, and
- his Highest Average Compensation equals \$12,000.



Father Gallego will receive a **monthly pension benefit of \$904.58**. Here is how his benefit was determined:

Highest Average Compensation (up to \$10,000) x Credited Service (capped at 25 years) x 4%	$\$10,000 \times 25 \times 4\% = \$10,000$
Plus	
Highest Average Compensation (in excess of \$10,000) x Credited Service (uncapped) x 1.5%	$\$2,000 \times 28.5 \times 1.5\% = \855
=	
Total annual normal retirement benefit	$\$10,855$ ($\$10,000 + \855)
Monthly pension benefit Father Gallego receives	\$904.58 ($\$10,855 / 12$ months)

Example 2

The Rev. Maria Astucias is vested and ready to retire. In addition,

- she is 65 years old (the normal retirement age),
- she has 12 years of Credited Service, and
- her Highest Average Compensation equals \$1,500.
- Mother Astucias will receive a **monthly pension benefit of \$200**. Here is how her benefit was determined:

Highest Average Compensation (up to \$10,000) x Credited Service (capped at 25 years) x 4%	$\$1,500 \times 12 \times 4\% = \720
Plus	
Highest Average Compensation (in excess of \$10,000) x Credited Service (uncapped) x 1.5%	$\$0 \times 12 \times 1.5\% = \0
=	
Total annual normal retirement benefit (based on pension formula)	$\$720$ ($\$720 + \0)
Annual minimum pension benefit (\$120 x Credited Service, with a minimum of \$2,400 and a maximum of \$4,800)	$\$2,400$ (this is higher than $\$120 \times 12$, which equals $\$1,440$)
Monthly pension benefit Mother Astucias receives (higher of pension formula versus minimum pension)	\$200 ($\$2,400 / 12 = \200)



Early Retirement with Less Than 30 Years of Credited Service

The Rev. Jose Ramos is vested and ready to retire. In addition,

- he has just turned 59 years old, which means he is retiring six years early,
- he has 25 years and three months (25.25 years) of Credited Service, and
- his Highest Average Compensation equals \$10,600.

Father Ramos will receive a **monthly pension benefit of \$596.59**. Here is how his benefit was determined:

Highest Average Compensation (up to \$10,000) x Credited Service (capped at 25 years) x 4%	$\$10,000 \times 25 \times 4\% = \$10,000$
Plus	
Highest Average Compensation (in excess of \$10,000) x Credited Service (uncapped) x 1.5%	$\$600 \times 25.25 \times 1.5\% = \227.25
=	
Total annual normal retirement benefit	$\$10,227.25$ ($\$10,000 + \227.25)
Annual early retirement reduction (5% x 6 years = 30%)	$\$3,068.18$ ($\$10,227.25 \times 30\%$)
Total annual early retirement benefit	$\$7,159.07$ ($\$10,227.25 - \$3,068.18$)
Monthly pension benefit Father Ramos receives	\$596.59 ($\$7,159.07 / 12$ months)

Early Retirement with 30 or More Years of Credited Service

The Rev. David Chen is vested and ready to retire. In addition,

- he is 58½ years old, which means he is retiring 6.5 years early,
- he has 32 years of Credited Service, and
- his Highest Average Compensation equals \$7,500.
- Father Chen will receive a **monthly pension benefit of \$625**. Here is how his benefit was determined:

Highest Average Compensation (up to \$10,000) x Credited Service (capped at 25 years) x 4.0%	$\$7,500 \times 25 \times 4.0\% = \$7,500$
Plus	
Highest Average Compensation (in excess of \$10,000) x Credited Service (uncapped) x 1.5%	$\$0 \times 32 \times 1.5\% = \0
=	
Total annual normal retirement benefit (with no early retirement reduction because Father Chen has more than 30 years of Credited Service)	$\$7,500$ ($\$7,500 + \0)
Monthly pension benefit Father Chen receives	\$625 ($\$7,500 / 12$ months)



Pension Payment Options

Normal Forms of Payment

You automatically receive one of the two forms of payment below unless you choose an *optional form of payment*.

If you are married and have an eligible spouse at retirement

50% Joint and Survivor Option

You will automatically receive a 50% joint and survivor benefit, which entitles you to a monthly benefit for your lifetime.

After your death, your *eligible spouse* will receive a monthly benefit equal to 50% of your pension at the time of your death. This benefit is payable to your eligible spouse for their lifetime. However, if your eligible spouse predeceases you, no survivor benefit will be paid even if you remarry after retirement.

The International Clergy Pension Plan subsidizes the full cost of the 50% survivor benefit, which means that there is no reduction to your own pension to cover the cost of the 50% survivor benefit to your eligible spouse.

Important to know:

- If the *minimum spousal pension* is greater than a 50% survivor benefit, your eligible spouse will receive the minimum spousal pension instead.
- A spouse's eligibility for benefits varies considerably depending on factors such as date of marriage, survivor option chosen at retirement, date of death, date of divorce, status of paid Assessments, and other individual circumstances. Please make sure to report any change in your marital status to our *Client Services* group when the change happens.

If you are single or do not have an eligible spouse at retirement

Zero Option

You will automatically receive an enhanced single life option, called the zero option, which entitles you to an increased monthly benefit for the rest of your life. All payments end at your death, and no further pension benefits will be paid.

Because there is no 50% survivor benefit payable following your death (as there would be if you were married to an eligible spouse), your benefit is increased by the actuarial value of a 50% survivor benefit.

The zero option is meant to provide equitable benefits for clergy who are not married to an eligible spouse when they retire.



Optional Forms of Payment

If you do not believe that your *normal form of payment* is best for your personal situation, you may choose an optional form of payment (as described below) at the time you file a retirement application.

- If you are married to an *eligible spouse*, you may choose one of these:
 - ~ The zero option,
 - ~ A 15-year certain and life option
 - ~ A 75% or 100% joint and survivor option.
- If you are not married to an eligible spouse, you may choose one of these:
 - ~ A 15-year certain and life option
 - ~ A 50%, 75%, or 100% joint and survivor option

Benefits under each survivor option are determined using actuarial tables and depend on your age and the age of your eligible spouse or named survivor beneficiary. Our *Client Services* group can provide details, including the costs of the various survivor options, upon request.

Zero Option

This is the normal form of payment if you are single or if your spouse is not an eligible spouse. If you are married to an eligible spouse, you may choose only this form of payment with your spouse's written, notarized consent.

With the zero option, you will receive an enhanced monthly pension benefit for your lifetime. However, following your death, no survivor benefit will be paid.

If you are married to an eligible spouse, you may wish to consider this payment option if

- you have sufficient life insurance or other assets to provide for your eligible spouse,
- your eligible spouse has adequate retirement benefits of their own, and/or
- you believe that your eligible spouse is more likely to predecease you by reason of age or infirmity.

15-Year Certain and Life Option

Under this option, you will receive a monthly pension benefit for your lifetime. If you die after receiving payments for 15 years, there will be no further benefits payable after your death. However, if you die before receiving payments for 15 years, then your eligible spouse or designated beneficiary will receive a monthly benefit for the remainder of the 15-year period. If your eligible spouse or beneficiary dies before the end of the 15-year period, the balance of any remaining payments will be paid to the estate of whoever is the last to survive.

Electing this option means that the amount of your monthly pension will be increased or decreased as follows:

- If you are married to an eligible spouse, it will be increased.
- If you are single, or do not have an eligible spouse, it will be decreased.

You can choose this payment option if you are

- single, or your spouse is not an eligible spouse, and you want to designate any person as your beneficiary, or
- married to an eligible spouse and your spouse provides written, notarized consent.

Joint and Survivor Option: 50%, 75%, or 100%

These payment options provide an actuarially reduced benefit over your lifetime.* Benefits are reduced because they will be paid beyond your lifetime. In the event of your death, your beneficiary will receive a benefit equal to the percentage that you elected for their lifetime (that is, 50%, 75%, or 100%).

No Changes Allowed After Retirement; Spousal Consent

You may not change the form of payment or your beneficiary designation after your retirement date under any circumstances. In addition, if your beneficiary predeceases you after you retire, you cannot name a new beneficiary as a replacement. In this case, no survivor benefit is payable, even if you later remarry.

Please note: If you have an eligible spouse, you must have your spouse's written, notarized consent to choose an option that would provide him or her with anything less than what would have been payable under the normal form of payment and/or to name someone other than your spouse as your beneficiary.

* If you are married to an eligible spouse and choose to receive the normal form of payment (50% joint and survivor option or, if applicable, the minimum spousal pension), the monthly pension benefit you receive is not actuarially reduced because the International Clergy Pension Plan subsidizes the full cost of the survivor benefit.



If your beneficiary dies before you, you may not name a new or replacement beneficiary. In this case, no benefits will be payable after your death, even if you later remarry.

You can choose this payment option if you are

- single, or your spouse is not an eligible spouse, and you want to designate any person as your beneficiary, or
- married to an eligible spouse and want to choose the 75% or 100% joint and survivor option for your spouse instead of the 50% joint and survivor option, which is automatically the normal form of payment (unless the *minimum spousal pension* applies). Your spouse's written, notarized consent is not needed if you choose any of these options (unless the minimum spousal pension applies).

Requesting Your Pension Benefits

In general, you must contact CPF to request a retirement package at least three months prior to the date you want to retire. Retroactive retirements are not generally permitted.

As part of the retirement process, you will choose a *form of payment* and, if applicable, designate a beneficiary. You should plan to send your completed retirement application and all required forms to CPF at least four weeks prior to your anticipated retirement date in order for our *Client Services* group to process your retirement for that date, although there is one application filing exception noted below. If CPF receives your completed paperwork fewer than four weeks in advance, but in any event prior to your anticipated retirement date, then your retirement date will be honored, but payment of your benefit may not commence on time. If CPF receives your completed paperwork on or after your anticipated retirement date, then your retirement date will not be honored, and it will be pushed back to the first of the month following CPF's receipt of your completed paperwork.

Important note: You should obtain the signature of your canonical bishop (or, in their absence, the Ecclesiastical Authority or similar IARCA authority of the diocese where you are canonically resident) on your application for retirement. Your bishop's signature does not necessarily have to be submitted at the same time as your own signature on the retirement application (and the option election form, if applicable), but it does need to be submitted before you can commence receipt of your pension. If you are age 72, or have been deposed or removed, your bishop's signature is not required.

For example:

The Rev. Dr. Jane Roberto wishes to retire on January 1, 2022. She must contact CPF to request a retirement package by no later than October 1, 2021. If she contacts CPF on October 4, 2021, the earliest that she can retire is February 1, 2022.

Let's assume that Dr. Roberto contacted CPF on or before October 1, 2021 to request a retirement package with a January 1, 2022 effective date. Dr. Roberto should plan to send CPF all completed paperwork by December 3 if she wants to receive her first benefit payment by January 1. If CPF receives her completed paperwork between December 3 and 31, her first payment may not be made until February 1, 2022, but she will receive a retroactive payment for her January benefit. If CPF receives her completed paperwork on January 3, 2022, then her January 1 retirement date will not be honored, and her retirement date will be pushed back to February 1.

Application Filing Exception: CPF recommends that you request and complete a retirement package to ensure that you select the *payment option* that meets your needs and, if you desire, designate a beneficiary to receive a benefit following your death. Please note, however, that CPF will automatically begin pension payments once you reach the Mandatory Church Retirement Age (age 72) even if you do not complete a retirement package.

See *When Your Pension Benefits Begin* for more information about starting your pension benefit at age 72. In this situation, if CPF does not receive a completed retirement package on time, your pension benefit will be based on the *normal form of payment* and your marital status in CPF's records at that time. If you want to choose your form of pension payment and/or designate a beneficiary, we encourage you to contact our *Client Services* group at least three months before you turn age 72.

Receiving Your Pension Payments

CPF strongly encourages you to have all retirement benefit payments sent directly to your bank by electronic transfer. Using this method allows CPF to transmit retirement benefit payments into your bank account, which helps to ensure that they arrive safely and are deposited on time. All you need to do is complete a *Direct Deposit Authorization Form*, if direct deposit is available where you live, or a Wire Transfer Form (*English / Spanish*), if direct deposit is not



available. Once the banking relationship is established, there is no need for further maintenance, unless your banking information changes.

Benefits Designated as Housing Allowance

As may be permitted by your local jurisdiction, CPF's Board of Trustees designates the full amount of each benefit paid to retired or disabled clergy, including the *banking fee subsidy*, the *Christmas benefit*, the *resettlement benefit*, and *disability benefits*, as applicable, as eligible for a housing allowance exclusion. This means that you may be able to exclude the portion of your benefits that is used for housing expenses from your taxable income, if your local jurisdiction allows this exclusion.

The housing allowance exclusion is available only if permitted by your local jurisdiction, in which case it is available only to ordained clergy and ends in the event of your death. It is not available to your surviving spouse or dependents. Please consult your tax advisor for more information.

Mistaken Payments

If you or your survivors receive incorrect payments for any reason, overpayments may be charged against, and underpayments may be added to, any benefits otherwise payable to you or your survivors. Interest may be charged or paid, depending on the circumstances.

Important Information About Taxes

Any benefit payments that you receive may be subject to taxes in your local jurisdiction. Please be advised that your diocese is responsible for complying with any local tax reporting requirements. If you have any questions, you should contact your diocesan administrator.

If you are a United States person for tax purposes, any benefit payments that you receive that are not eligible for the housing allowance exclusion are subject to United States income tax even if you live outside the United States. The payments may be subject to local taxes as well. Please consult your tax advisor for more information.



Additional Benefits

Benefits If You Are Disabled Prior to Retirement

Effective January 1, 2021, the International Clergy Pension Plan provides both short-term and long-term disability benefits. If you have health issues and, as a result, plan to limit your work schedule or resign from a position, you should file an application for disability in advance to determine whether you qualify for benefits. If you have questions, please contact our *Client Services* group.

Short-Term Disability Benefits

Short-term disability benefits are intended to provide an income replacement benefit to assist with expenses incurred if you are unable to work due to a short-term disability. To qualify, you must be an *Active* participant in the International Clergy Pension Plan immediately prior to the time you become disabled (as defined below), your physician must certify that you are disabled, and CPF's Medical Board, designated as Aflac, must also concur. CPF may require that any determination of disability be made by a qualified health care provider of CPF's choosing and at CPF's expense. CPF may also require that you receive regular and appropriate care from a qualified health care provider in order to continue to be considered disabled.

You will be considered disabled if you are unable to perform (or are limited in performing) the material and substantial duties of your own job for more than 14 calendar days due to illness or injury. (This 14-day period is referred to as an elimination period.) Interpersonal conflicts or environmental or other hazards in the workplace will not be a factor considered when determining whether you can perform your own job. You also will be considered disabled if you give birth to a child. (There is no elimination period if your disability is due to childbirth.)

Once approved for short-term disability, you will receive the benefits described below.

Weekly Benefit and Offsets

The weekly short-term disability benefit is equal to 70% of your weekly compensation on which *Assessments* were last paid, as determined immediately prior to your disability. The maximum weekly benefit is \$1,000. Although calculated on a weekly basis, the benefit will be paid to you once a month.

The short-term disability benefit will be offset by any formal salary continuation, earnings from work, other compensation (excluding passive income). In addition, any fully insured, group disability benefits (both employer- and employee-paid) that you receive also will offset your short-term disability benefit, but only if the total amount that you receive from all sources exceeds 100% of your pre-disability compensation.

Banking Fee Subsidy

If you reside outside the US and receive your short-term disability benefit by foreign wire, CPF will provide you with a flat dollar subsidy of \$40 per month to offset any banking fees. This banking fee subsidy will end if your short-term disability benefit ends or if you stop receiving the benefit by foreign wire.

Commencement and Duration of Benefit

Short-term disability benefits will begin once the 14-day elimination period, if applicable, has ended. Benefits will be paid for up to 24 weeks or until you are no longer disabled, if earlier.

If your disability is due to childbirth, short-term disability benefits will begin on the date that you give birth and will continue for 12 weeks (or longer, in accordance with the paragraph above, if you continue to be disabled).

Short-term disability benefits will end if

- the benefit is paid for the maximum period described in the two paragraphs above, as applicable, or
- you are no longer disabled, as defined for purposes of the short-term disability benefit, or
- you are able to earn 80% or more of your *Total Assessable Compensation*, as determined immediately prior to your disability, or
- short-term disability benefits are no longer offered under the International Clergy Pension Plan.

Notice Requirement

You must notify CPF of your disability within 60 days of its occurrence in order for short-term disability benefits to begin immediately following the end of the elimination period (or, if applicable, as of the date of childbirth).

If you notify CPF after 60 days, no short-term disability benefits will be payable for any period that is more than two weeks before you provide notice, unless you can demonstrate that it was not reasonably possible to provide notice sooner (for example, you were hospitalized for a serious condition).

Successive Period of Disability

A successive period of disability is a disability that occurs within 30 days after you return to work or are determined to be no longer disabled, and is related to the prior disability for which short-term disability benefits were previously paid. If you receive short-term disability benefits due to a successive period of disability, it will be treated as part of the prior period of disability.

Credited Service for Short-Term Disability Period

If Assessments are paid while you are on short-term disability, you will earn *Credited Service* for all benefits (pension, life, and the *Major Medical Supplement*). If Assessments are not paid in full, you will not earn any Credited Service while you are on short-term disability, although you will continue to be eligible for short-term disability benefits, even if you become *Inactive* while receiving these benefits.

Long-Term Disability Benefits

If you are disabled for more than 26 weeks, you may be eligible for long-term disability benefits. (The 26-week period is the elimination period for a long-term disability and equal to the maximum short-term disability period.) To qualify, you must have been an *Active* participant in the International Clergy Pension Plan immediately prior to the date you were determined to be disabled for short-term disability benefits, your physician must certify that you are disabled (as defined below), and CPF's Medical Board, designated as *Aflac*, must concur.

You will be considered disabled if you are unable to perform the material and substantial duties of your own job for up to the first 24 calendar months following approval for long-term disability benefits. After this 24-month period, you will be considered disabled if you are unable to perform any occupation by which you are able to earn at least 80% of your Highest Average Compensation, as determined immediately prior to your disability. Interpersonal conflicts or environmental or other hazards in the workplace will not be a factor considered when determining whether you can perform your own job. CPF may require that any determination of disability be made by a qualified health care provider of CPF's choosing and at CPF's expense. CPF may also require that you receive regular and appropriate care from a qualified health care provider in order to continue to be considered disabled.

Once approved for long-term disability benefits, you will receive the following:

Disability Retirements Approved Prior to January 1, 2021

If you were approved for a disability retirement benefit under the International Clergy Pension Plan prior to January 1, 2021, your disability retirement benefit will continue to be paid under the terms of the plan in effect prior to January 1, 2021. You will not be entitled to the long-term disability benefits described in this Guide (unless you return to active ministry and subsequently become disabled and meet the eligibility requirements for long-term disability benefits). Any such subsequent disability will not be considered a successive period of disability.

If you are receiving a disability retirement benefit under the International Clergy Pension Plan and have any questions about your benefit, please contact our *Client Services* group.



Basic Benefit and Offsets

The monthly long-term disability benefit is equal to 1/12 of 70% of your *Highest Average Compensation*, as determined immediately prior to your disability.

The long-term disability benefit will be offset by any compensation (excluding passive income); benefits under workers' compensation laws, occupational disease laws, or similar laws; pension benefits from plans sponsored by CPF; fully insured, group disability benefits (both employer- and employee-paid); and government disability or retirement benefits that you earn or receive, but only if the total amount you receive from all sources exceeds 100% of your Highest Average Compensation as adjusted by cost-of-living increases. Please note that your Highest Average Compensation for *pension purposes* will not be affected by the long-term disability benefit paid to you or the cost-of-living increases that may be applied to determine whether any offsets should be applied to the long-term disability benefit.

Banking Fee Subsidy

If you reside outside the US and receive your long-term disability benefit by foreign wire, CPF will provide you with a flat dollar subsidy of \$40 per month to offset any banking fees. If you transition from short-term disability to long-term disability in the middle of a month, only one \$40 subsidy for that month will be paid. This banking fee subsidy will end if your long-term disability benefit ends or if you stop receiving the benefit by foreign wire.

Resettlement Benefit

So long as you remain *Active*, the resettlement benefit will be paid after you have received long-term disability benefits for six months, although it may be paid sooner at the discretion of CPF (for example, if you have a terminal illness). The amount of the resettlement benefit will be determined based on your actual Credited Service as of the date of disability plus projected Credited Service up to age 65.

If you receive a resettlement benefit while disabled and later return to active ministry under the International Clergy Pension Plan, you will not be eligible to receive another resettlement benefit when you subsequently retire under the International Clergy Pension Plan.

Christmas Benefit Not Paid if You Are on Long-Term Disability

If you are on long-term disability, you will not receive a Christmas benefit (or 13th check) each December. A Christmas benefit will be paid only after you retire under the International Clergy Pension Plan.

Discretionary Adjustments

The basic benefit will be subject to any *discretionary cost-of-living adjustment* that may be approved by CPF's Board of Trustees during the period of long-term disability and, if applicable, a *periodic purchasing power adjustment*.

Long-Term Disability Medical Subsidy

To help with the cost of healthcare while you are on long-term disability, CPF will provide a flat dollar subsidy of \$170 per month. This long-term disability medical subsidy is in addition to the basic benefit and the banking fee subsidy described above and is payable only for the first 23 months while you are on long-term disability (or, if earlier, through the end of the month in which long-term disability benefits end).

Duration of Long-Term Disability Benefit

In general, you will receive long-term disability benefits for as long as you are disabled or until you elect to take *early retirement* under the International Clergy Pension Plan, attain age 65, or die, whichever occurs first. If you do not begin to receive long-term disability benefits until after age 63, however, your benefits will continue to be paid for as long as you are disabled or, if earlier, until they have been paid for 23 months, you elect to retire, or you die. In no event will the benefit continue beyond the Mandatory Church Retirement Age of 72.*

Long-term disability benefits will end upon the first of the following to occur:

- The benefit is paid for the maximum period described above.
- You are no longer disabled, as defined for purposes of the long-term disability benefit.

* This is the mandatory retirement age in The Episcopal Church. If you are an IARCA cleric, your bishop or diocese may require that you retire at age 70. In no event can you delay your retirement beyond age 72.



- You are able to earn 80% or more of your Highest Average Compensation.
- Long-term disability benefits are no longer offered under the International Clergy Pension Plan.
- You die.

Successive Period of Disability

A successive period of disability is a disability that

- occurs within 120 days after you return to active ministry or are determined to be no longer disabled, and
- is related to the prior disability for which long-term disability benefits were previously paid.

If you receive long-term disability benefits due to a successive period of disability, it will be treated as part of the prior period of disability.

Credited Service for Long-Term Disability Period

Once approved for long-term disability, you will receive one month of *Credited Service* toward all benefits (pension, life, and the Major Medical Supplement) for each month that you receive long-term disability benefits up to age 65 (unless you are subsequently deposed or removed). Assessment payments are not required in order to receive Credited Service.

Fund for Medical Assistance

CPF offers the Fund for Medical Assistance to eligible Episcopal clergy (and lay employees) working in the non-domestic dioceses* of The Episcopal Church and their eligible dependents. (Retired Episcopal clergy also may be eligible.) The Fund for Medical Assistance provides reimbursement for qualified medical expenses not otherwise covered by public or private insurance and was created in response to the formation of the Denominational Health Plan for the domestic dioceses of The Episcopal Church. IARCA clergy are not eligible for the Fund for Medical Assistance.

The bishop or Ecclesiastical Authority of a non-domestic diocese must apply for a grant on behalf of an individual who satisfies all of the eligibility requirements. For more information on the Fund for Medical Assistance, please contact *Client Services*.

Post-Retirement Health Benefits

The International Clergy Pension Plan provides financial assistance in the form of a monthly cash payment that is intended to assist with the cost of post-retirement health benefits. This financial assistance is referred to as the Major Medical Supplement.

To be eligible for the Major Medical Supplement, you must have earned at least 10 years of *Credited Service* under the International Clergy Pension Plan and be retired. Upon reaching age 65, you will receive a monthly benefit of up to \$170, less \$2 for each year of Credited Service that is less than 20 years.

The same monthly benefit is payable to your eligible spouse or eligible surviving spouse when they reach age 65. If you are eligible for the Major Medical Supplement, your spouse or surviving spouse is eligible for the benefit as long as you were married when you retired under the International Clergy Pension Plan, or on the date of your death, whichever occurs first. In addition, you must have earned at least 12 months of Credited Service while married.

Fund for Medical Assistance

Retired Episcopal clergy may be eligible for additional financial assistance to help pay for qualified medical expenses. See *Fund for Medical Assistance* for more information.

Disability Retirements Approved Prior to January 1, 2021

If you were approved for a disability retirement benefit under the International Clergy Pension Plan prior to January 1, 2021, you may be eligible for the Major Medical Supplement even if you are not yet age 65. Please contact our *Client Services* group for details.

* Clergy working in Cuba are eligible for grants from the Fund for Medical Assistance, provided that CPF is authorized to pay such grants under applicable law. In addition, clergy working in Micronesia are eligible for grants, even though they do not participate in the International Clergy Pension Plan. Instead, clergy working in Micronesia participate in the (US) Clergy Pension Plan.



Other Post-Retirement Benefits

In addition to pension payments, eligible retired clergy may receive or have access to the following additional benefits:

- Banking Fee Subsidy
- Resettlement Benefit
- Christmas Benefit
- Discretionary Cost-of-Living Adjustments
- Fund for Special Assistance
- Periodic Purchasing Power Adjustment
- Life Insurance Coverage (described in the section *If You Die After You Retire*)

This section provides information about each benefit (other than life insurance coverage), including who is eligible and benefit amounts.

Banking Fee Subsidy

If you reside outside the US and receive your monthly pension benefit by foreign wire, CPF will provide you with a flat dollar subsidy of \$40 per month to offset any banking fees. This banking fee subsidy will end if you stop receiving your monthly pension benefit by foreign wire.

Resettlement Benefit

The International Clergy Pension Plan provides a resettlement benefit to help eligible clergy relocate when they retire. Here is how it works:

- You are eligible if you are an *Active* participant in the International Clergy Pension Plan immediately prior to retirement.
- The resettlement benefit equals 12 times your monthly pension benefit based on your *normal form of payment*.
- If eligible, you will receive a resettlement benefit ranging from a minimum of \$2,000 to a maximum of \$20,000.
- The resettlement benefit is only payable when you first retire under the International Clergy Pension Plan or, if applicable, after you receive long-term disability benefits for six months (or sooner, in certain cases). If you later return to active ministry, you will not be eligible to receive the resettlement benefit when you re-retire, even if you did not receive it when you first retired.
- The resettlement benefit is paid directly to you in one lump sum and is considered taxable income in the year it is received unless it is eligible for the *housing allowance exclusion*.

Christmas Benefit

Each December during your retirement, the International Clergy Pension Plan will provide a Christmas benefit (or 13th check) equal to \$25 times your Credited Service.

In the event of your death, your survivor beneficiary, if you have one, and your *eligible children* will also receive a Christmas benefit each December equal to \$25 times your Credited Service.

Discretionary Cost-of-Living Adjustments

Although not required by plan rules, the CPF Board of Trustees has generally granted a cost-of-living adjustment when US inflation has justified it and the financial condition of the International Clergy Pension Plan has allowed for it. While we make our own judgments regarding cost-of-living adjustments, it has been our practice to look to the US Bureau of Labor Statistics' Consumer Price Index as a benchmark to guide our thinking on inflation. Many other organizations, such as the US Social Security Administration, look to the Consumer Price Index when making decisions about cost-of-living adjustments. We realize that the Social Security Administration's cost-of-living adjustment decision may not be a perfect proxy for retiree living expenses in every case, particularly in the non-domestic dioceses of The Episcopal Church and IARCA, but it is the most well-recognized and objective measure available, so we continue to see value in referring to it when making our decision.



Periodic Purchasing Power Adjustment

In light of the fact that US inflation may not fully account for the impact of local inflation and exchange rates on International Clergy Pension Plan retirees and beneficiaries, CPF will conduct a periodic benefit adjustment analysis in order to determine whether retirees and beneficiaries living in a particular country have experienced a loss in purchasing power. CPF will perform this type of analysis every three years and make necessary adjustments when there has been a loss in purchasing power; any adjustment will be capped at 5%.

The first benefit adjustment analysis examined whether International Clergy Pension Plan retirees and beneficiaries suffered a loss in purchasing power for the period beginning October 1, 2017, and ending September 30, 2020. After conducting this analysis, eligible retirees and beneficiaries living in certain countries were granted an annual purchasing power adjustment beginning on January 1, 2021. Any cleric who retired under the International Clergy Pension Plan prior to January 1, 2021, (or his/her beneficiary) received the adjustment if the retiree or beneficiary lived in one of the countries that was found to have experienced a loss in purchasing power.

The next purchasing power adjustment will be granted, if necessary, on January 1, 2024 and will examine the period beginning October 1, 2020, through September 30, 2023.

Fund for Special Assistance

The Fund for Special Assistance has been created for the relief of specific and extraordinary financial needs. Specifically, it has been created to provide grants ranging from a minimum of \$1,000 to a maximum of \$10,000 per request. Retired Episcopal clergy, surviving spouses, and dependents who are experiencing a specific financial challenge and are also receiving benefits from the International Clergy Pension Plan are eligible for grants.* (IARCA clergy and their families are not eligible.) There is a maximum lifetime benefit of \$20,000 per eligible individual, and there are other limits on the total annual amount that can be granted under the Fund for Special Assistance.

Grants are not intended to pay for education expenses or long-term care expenses addressed by governmental programs. The bishop or Ecclesiastical Authority of the Episcopal diocese where the applicant resides or is canonically resident must submit a form in support of the applicant's request. The diocese must also agree to pay 10% of the grant unless waived by CPF. Each applicant must then complete and submit an application and a financial disclosure statement.

* Retired clergy, surviving spouses, and dependents in Cuba are eligible for grants from the Fund for Special Assistance, provided that CPF is authorized to pay such grants under applicable law.



Benefits for Your Survivors

If You Die Before You Retire

Preretirement Survivor Benefit

If you die before you retire, your eligible beneficiaries may receive a monthly preretirement survivor benefit. To be eligible, you must be an *Active* participant in the International Clergy Pension Plan (or, if you are not Active, then you must be *vested*) at the time of your death. The amount and duration of the preretirement survivor benefit will vary depending on your status under the International Clergy Pension Plan, age at the time of death, and your eligible beneficiaries.

You can name any person as your beneficiary; however, no estate or trust can be designated as a beneficiary (except in the case of disabled individuals, as described below). If anyone you designate is not considered an eligible beneficiary at the time you file a beneficiary form with CPF and/or at the time of your death, your beneficiary designation will be void. This means that no preretirement survivor benefit will be payable unless you are survived by your spouse or eligible children, as explained in more detail below.

If you name a beneficiary for the preretirement survivor benefit, the following rules will apply:

- The beneficiary must be a person. Please note that if the eligible beneficiary is disabled, a special needs trust may be designated. If you are married, your spouse must provide written, notarized consent if you do not name him or her as the sole primary beneficiary.
- If you marry after filing a beneficiary designation with CPF, your beneficiary designation will become void after CPF is notified about your marriage. In this case, your spouse becomes your beneficiary.
- If you designate more than one eligible beneficiary, the preretirement survivor benefit will be divided equally, and each beneficiary will receive only their own share.
- If you do not designate a beneficiary, if your beneficiary dies before you, or if your beneficiary designation is invalid or void, the preretirement survivor benefit will be paid to either
 - ~ your surviving spouse or,
 - ~ if you were not married, any *eligible children*.

If you do not have a spouse, any eligible children, or an eligible designated beneficiary at the time of your death, no preretirement survivor benefit will be paid from the International Clergy Pension Plan.



Preretirement Survivor Benefit Amount

If you were an *Active* participant and *eligible to retire* under the International Clergy Pension Plan at the time of your death, the preretirement survivor benefit generally will be equal to the *greater* of the following:

- 50% of the *pension benefit* that you would have received based on your actual Credited Service, projected Credited Service to age 65, and your Highest Average Compensation
- 100% of the pension benefit that you would have received based on your actual Credited Service and your Highest Average Compensation, subject to any applicable early retirement and actuarial reductions

Minimum Spousal Pension

The International Clergy Pension Plan provides a *minimum pension* to your surviving spouse. The minimum spousal pension is set at 80% of what your minimum pension would have been based on your actual Credited Service and, if applicable, projected Credited Service. CPF will automatically determine if your spouse is entitled to a minimum spousal pension.

This is how the preretirement survivor benefit works under different situations:

If you were an Active participant and were *not* eligible to retire under the International Clergy Pension Plan at the time of your death...

The preretirement survivor benefit generally will equal 50% of the pension benefit that you would have received based on your actual Credited Service, projected Credited Service to age 65, and your Highest Average Compensation.

If you were an Inactive participant but were otherwise vested under the International Clergy Pension Plan at the time of your death...

The preretirement survivor benefit will equal 50% of the pension benefit that you would have received based on your actual Credited Service and your Highest Average Compensation.

In addition to the preretirement survivor benefit, the following benefits may be payable:

Banking Fee Subsidy

If your eligible beneficiary resides outside the US and receives a monthly preretirement survivor benefit by foreign wire, CPF will provide him or her with a flat dollar subsidy of \$40 per month to offset any banking fees. This banking fee subsidy will end if your eligible beneficiary stops receiving a monthly preretirement survivor benefit by foreign wire.

Resettlement Benefit

If you were an Active participant at the time of your death, the *resettlement benefit* will be paid to any eligible beneficiaries. If, however, you had already received the resettlement benefit yourself (either because you were disabled or because you retired and then subsequently returned to active ministry), no resettlement benefit will be payable to your eligible beneficiaries.

Christmas Benefit

Every December in which the preretirement survivor benefit is payable, a Christmas benefit equal to \$25 times your actual Credited Service and, if applicable, projected Credited Service will be paid. If you have more than one eligible beneficiary who is receiving a preretirement survivor benefit, one Christmas benefit will be divided equally among all of your beneficiaries.

Discretionary Adjustments

The monthly preretirement survivor benefit will be subject to any *discretionary cost-of-living adjustment* that may be approved by CPF's Board of Trustees and, if applicable, a *periodic purchasing power adjustment*.



Duration of the Preretirement Survivor Benefit

How long the preretirement survivor benefit is payable depends on who and how old your eligible beneficiary is. If your surviving spouse, disabled child, or any other person who is age 22 or older is your beneficiary, they will receive a monthly preretirement survivor benefit for their lifetime. If, however, your beneficiary has not attained age 22 as of the date of your death, payments will cease on the later of (1) the date your beneficiary turns age 22 or (2) the fifth anniversary of the date on which the first payment was made to your beneficiary.

Child Benefit

In addition to the preretirement survivor benefit, the International Clergy Pension Plan provides a benefit to the *eligible children* of deceased clergy known as the child benefit.

If you are an *Active* participant in the International Clergy Pension Plan or are *vested* at the time of your death, your eligible children will receive benefits as follows:

Monthly Child Benefit	Each eligible child will receive a flat dollar monthly benefit (\$722.95 as of 2023), subject to the maximum limitation described below. If an eligible child is an orphan, the monthly benefit is doubled.
Banking Fee Subsidy	If your eligible child resides outside the US and receives a monthly child benefit by foreign wire, CPF will provide him or her with a flat dollar subsidy of \$40 per month to offset any banking fees. This banking fee subsidy will end if your eligible child stops receiving a monthly child benefit by foreign wire. (Note that if your eligible child receives both a child benefit and also a preretirement survivor benefit, only one banking fee subsidy will be provided for each month in which your eligible child receives a payment.)
Christmas Benefit	Each eligible child will receive their own Christmas benefit (an additional 13th check that is separate from the monthly child benefit) every December in which the monthly child benefit is payable to him or her. The Christmas benefit for each eligible child equals \$25 times your actual Credited Service and, if applicable, projected Credited Service.
Discretionary Adjustments	The monthly child benefit will be subject to <i>discretionary cost-of-living adjustment</i> that may be approved by CPF's Board of Trustees and, if applicable, a <i>periodic purchasing power adjustment</i> .
Duration of Benefit	<p>Child benefits are paid until the eligible child reaches age 25, unless the child is disabled, as described below.</p> <p>If your child is disabled before age 25, they will receive the child benefit for life regardless of how old they are at the time of your death. If your child is receiving government-sponsored disability benefits, then they will automatically be considered disabled for purposes of the child benefit. If your child is not receiving government-sponsored disability benefits, they may still be considered disabled, but only if your child's physician certifies that your child is totally and permanently incapacitated and incapable of self-support. CPF's Medical Board, designated as <i>Aflac</i>, must concur with the physician's findings.</p> <p>Important note: You should report any eligible child (or an eligible child's disability) to CPF as soon as possible to ensure that your child receives the full protection of the International Clergy Pension Plan in the event of your death. If CPF is notified more than two years after your death, benefits will not be paid retroactive to your death, although they may be payable going forward.</p>



Maximum Limitation

Annual total child benefits (not including the banking fee subsidy, Christmas benefit and future discretionary adjustments) payable to all eligible children cannot exceed your Highest Average Compensation. This limitation is determined at the time of your death.

If total child benefits exceed the maximum allowable amount, the maximum amount will be divided equally among all eligible children, and each child will only receive their share for the duration of the benefit, as described above.

Child Benefits that Commenced Before January 1, 2018

If a child benefit commenced before January 1, 2018, the child benefit will continue to be paid under the terms of the International Clergy Pension Plan in effect prior to January 1, 2018. For any questions about the terms in effect prior to January 1, 2018, please contact our [Client Services](#) group.

Life Insurance Benefit

CPF makes a life insurance benefit available to eligible participants in the International Clergy Pension Plan. If you die while an [Active](#) participant in the International Clergy Pension Plan, your beneficiaries will receive a life insurance benefit equal to six times your [Total Assessable Compensation](#), up to a maximum of \$150,000.

You may name anyone you wish as the beneficiary of the life insurance benefit and can change the beneficiary designation at any time. Please note, however, that if you have designated your spouse as the beneficiary of the life insurance benefit and you subsequently divorce or legally separate, your former spouse will continue to be the beneficiary unless you designate a new beneficiary or revoke your designation in writing.

If you do not name a beneficiary, your life insurance benefit will default to the first of the following categories in which there is a survivor (multiple survivors in the same category share equally):

1. Your spouse
2. Your children
3. Your parents
4. Your brothers and sisters
5. Your estate

For a schedule of benefits, please see the [applicable certificate](#).

Accidental Death and Dismemberment (AD&D)

If you are an Active participant in the International Clergy Pension Plan and under age 70, you may be eligible for Accidental Death and Dismemberment benefits in addition to life insurance.

Early Payment of Life Insurance Benefit

If you are an Active participant in the International Clergy Pension Plan and have been diagnosed with a terminal condition, you may be eligible for an early payment of your life insurance benefit.

For more information, please contact our [Client Services](#) group.



If You Die After You Retire

Post-Retirement Survivor Benefit

If you die after retirement, the person who was designated as your beneficiary at the time of your retirement will receive a benefit based on the form of payment you elected when you retired. If you elected the zero option, no benefit will be payable following your death. See [Pension Payment Options](#) for more information.

In addition to a post-retirement survivor benefit, your designated beneficiary may receive a [banking fee subsidy](#), a [discretionary cost-of-living adjustment](#) and, if applicable, a [periodic purchasing power adjustment](#).

Child Benefit

The International Clergy Pension Plan provides a benefit to eligible children of deceased retired clergy known as the child benefit. The benefit is the same as the benefit payable upon an Active participant's death.

Life Insurance Benefit

CPF makes a life insurance benefit available to eligible retired clergy.

If you were an [Active](#) participant in the International Clergy Pension Plan immediately prior to your retirement, your beneficiaries will receive a life insurance benefit equal to six times your [Highest Average Compensation](#), up to a maximum of \$50,000.

For information about designating a beneficiary or the default beneficiary provisions that apply under the Life Insurance Plan, see [Life Insurance Benefit](#) on the previous page.

Keep Your Beneficiary Information Updated

To be sure that the preretirement survivor and life insurance benefits are paid to the beneficiaries you intend should something happen to you, it is important to keep your designations up to date, especially if you have a change in your family status (for example, marriage, divorce, dissolution of domestic partnership, birth, adoption, etc.). Please contact our [Client Services](#) group to request new forms or download them from our website at cpg.org. Please also make sure to keep your beneficiaries' contact information up to date.



Life Event Changes

There are certain life events, such as marriage, divorce, dissolution of domestic partnership, disability, birth, or adoption, that can affect the benefits provided under the International Clergy Pension Plan and by CPF. It is important that you notify our *Client Services* group as soon as possible whenever there is a change in your family status. This will help to ensure that your benefits are provided as you intend, especially in the event of your death.

If You...	Then...
...are on maternity leave	the International Clergy Pension Plan provides income replacement benefits to assist an <i>Active</i> participant with expenses incurred while on maternity leave after giving birth. See the <i>Short-Term Disability Benefits</i> section for more information.
...are on paternity leave	there are no short-term disability benefits for clergy who are new fathers. If you decide to take unpaid leave in order to help care for your newborn, you may continue to earn Credited Service under the International Clergy Pension Plan and maintain your eligibility for benefits by personally paying <i>Assessments</i> .
...are between cures or you otherwise experience a break in service	you can personally pay <i>Assessments</i> for up to 24 months in order to maintain your eligibility for benefits and continue to earn <i>Credited Service</i> .
...get married within one year before retirement	your <i>spouse's eligibility</i> for benefits, including the fully subsidized <i>50% survivor benefit</i> and the <i>Major Medical Supplement</i> , could be affected.
...get married after retirement	<p>your new spouse is not a beneficiary of the International Clergy Pension Plan and is therefore not eligible for a survivor benefit. (If you elected a marriage after retirement option before January 1, 2018, however, the spouse whom you designated will receive a survivor benefit following your death.)</p> <p>You may not change the form of payment that you elected at retirement under any circumstances; therefore, whoever you designated as your beneficiary at that time, if you did so, will receive the International Clergy Pension Plan's survivor benefit that you elected in the event of your death.</p> <p>If your beneficiary predeceases you and you marry after retirement, you cannot substitute your new spouse as the beneficiary, even though the person you designated at retirement is no longer living. In this case, no survivor benefit is payable following your death.</p> <p>A spouse whom you marry after retirement is also not eligible for the <i>Major Medical Supplement</i>.</p> <p>(Different rules apply if you marry after retirement and return to active ministry. Contact our <i>Client Services</i> group for more information.)</p>



...divorce before retirement

the court that has jurisdiction over the dissolution of your marriage may require that your pension be divided with your former spouse because it constitutes marital property. The division of your pension may be determined by a divorce decree or marital property settlement agreement. In either case, if your former spouse is entitled to a share of your pension, and you would like CPF to pay that share directly to your former spouse, then you and your former spouse must agree to an assignment of your pension. The assignment also must be approved by CPF.

In the event of your divorce, you should also consider whether to update your beneficiary designations for the preretirement survivor benefit and the life insurance benefit, if necessary.

...divorce after retirement

the person you designated as your beneficiary (if any) remains eligible for the survivor benefit elected at retirement. This cannot be changed.

You may enter into an assignment in order to divide your pension with your former spouse, as noted above.

In the event of your divorce, you should also consider whether to update your beneficiary designation for the life insurance benefit, if necessary.

Assignment Agreement

Under an assignment agreement, you assign (or transfer to) someone (usually your former spouse) the right to receive all or a portion of the pension benefits that you have earned under the International Clergy Pension Plan. Both you and your former spouse must sign the assignment agreement and agree to its terms. In addition, CPF must approve this agreement.

Unless an assignment has been approved, CPF will not pay any portion of your pension to your former spouse. However, even if you do not have an approved assignment, you may still be legally obligated to pay a portion of your pension directly to your former spouse, if required by your divorce decree and/or marital property settlement agreement.

If you are about to enter or have entered the divorce process, we recommend that you call our *Client Services* group well before your court date.

Tax Implications of an Assignment

Even though CPF will be paying all or a portion of your pension benefits to your former spouse under an assignment agreement, the tax liability for those payments may remain *your* responsibility. In other words, you may be responsible for paying any applicable taxes on the benefits that are assigned to your former spouse. Please consult your tax advisor for more information.



The Appeals Process

Appeal Not Related to a Disability Determination

First-Level Appeal

If you, your beneficiary, or any other person (a “claimant”) believes that they have been denied benefits under the International Clergy Pension Plan or any other benefit described in this Guide, the claimant may file an appeal with CPF, which will be subject to a full and fair review. A filed appeal must

- be in writing,
- be submitted by either the claimant or their authorized representative, and
- provide detailed reasons, including any supporting evidence, about why the claimant believes that CPF’s initial decision was incorrect.

You should submit a first-level appeal to:

Church Pension Group
Attn: Appeals – First-Level Review
P.O. Box 2745
New York, NY 10163-2745
USA

The claimant generally will receive a written response to their appeal within 60 days after the appeal is received by CPF. If CPF needs additional time (up to 60 days) to review the appeal, the claimant will be notified of the reason for the delay and the anticipated response date, which may not exceed a total of 120 days from the date CPF receives the appeal.

If CPF denies the appeal, in whole or in part, CPF’s written response to the claimant will include

- the specific reason or reasons for the denial,
- specific reference to the applicable plan’s provision or provisions on which the denial is based, and
- description of the applicable plan’s procedures for filing a second-level appeal.

Second-Level Appeal

Within 60 days following the date the claimant receives CPF’s denial letter for the first-level appeal, the claimant, or their authorized representative, may submit a second-level appeal to CPF. (CPF may, in its sole discretion, extend the 60-day period to file a second-level appeal.)

The appeal must be in writing and should give a detailed explanation of why the claimant believes the first-level appeal should not have been denied. It should also include any other documents or supporting information that may have a bearing on the appeal. The second-level appeal will be subject to a full and fair review that does not give deference to the determination of the first-level appeal.



You should submit a second-level appeal to:

Church Pension Group
Attn: Benefit Appeals Committee
P.O. Box 2745
New York, NY 10163-2745
USA

The claimant will generally receive a written response to their second-level appeal within 90 days after it is received by CPF. If CPF needs additional time (up to 90 days) to review the second-level appeal, the claimant will be notified of the reason for the delay and the anticipated response date, which may not exceed a total of 180 days from the date CPF receives the second-level appeal.

If the second-level appeal is denied, CPF's written response will give the specific reason for the denial and the applicable plan's provision or provisions on which the final denial decision is based.

Appeal Relating to a Disability Determination

First-Level Appeal

All disability claims are reviewed by CPF's Medical Board, [Aflac](#). If Aflac denies your claim, in whole or in part, and you do not agree with Aflac's decision, you, your attorney, or a person legally authorized as your representative may request a review of your claim by filing a first-level appeal. The appeal must be in writing and submitted within 180 days after the date you receive Aflac's denial letter.

Aflac will complete a full and fair review of your appeal. The review will be independent and will not be completed by the person who made the initial decision. Aflac will provide you with a full written explanation of its decision generally within 45 days after its receipt of your first-level appeal.

If Aflac needs additional time (up to 45 days) to review your appeal, it will let you know of the extension before the expiration of the first 45 days.

You have the following options to submit a first-level appeal to Aflac:

- By fax to (800) 206-4063
- Take a photo of or scan your appeal information and upload it to your case at mygrouplifedisability.aflac.com or send it by email to myzurichleave@zurichna.com (make sure to include your case number in the subject line of the email)
- By mail to:

Aflac
P.O. Box 1725
Grand Rapids, MI 49501
USA

Second-Level Appeal

After Aflac's appeals procedures have been exhausted and the denial determination has been upheld, the claimant, or their authorized representative, may submit a second-level appeal to CPF. This must be done within the following number of days after the date the claimant receives Aflac's denial letter for the first-level appeal:

- For a short-term disability appeal, 60 days
- For all other disability appeals, 180 days

(CPF may, in its sole discretion, extend the time period to file a second-level appeal.)

The appeal letter must be in writing and should give a detailed explanation of why the claimant believes the first-level appeal should not have been denied. It also should include any other documents or supporting information that may have a bearing on the appeal.

If a Disability Claim Is Denied

Disability benefits will be suspended. However, if the denial is subsequently overturned, disability benefits may be paid retroactively.



You should submit a second-level appeal to:

Church Pension Group
Attn: Benefit Appeals Committee
P.O. Box 2745
New York, NY 10163-2745
USA

The second-level appeal will be subject to a full and fair review that does not give deference to the determination of the first-level appeal. CPF may, in its sole discretion, consult with an independent expert of its choosing when it reviews the second-level appeal.

The claimant will generally receive a written response to their second-level appeal within 90 days after it is received by CPF. If CPF needs additional time (up to 90 days) to review the second-level appeal, the claimant will be notified of the reason(s) for the delay and the anticipated response date, which may not exceed a total of 180 days from the date CPF receives the second-level appeal.

If the second-level appeal is denied, CPF's written response will give the specific reason for the denial and the applicable plan's provisions on which the final denial decision is based.

After CPF's Final Determination

Beginning January 1, 2023, if a claimant is not satisfied with CPF's final determination (of the second-level appeal) and has exhausted the appeals process outlined above, the claimant may contest CPF's final determination only and exclusively by submitting the matter to arbitration. An arbitrator will be jointly selected by the claimant and CPF from a list of arbitrators supplied by a disinterested third-party alternative dispute resolution (ADR) services provider, as described in more detail in the Clergy Pension Plan document.

If the denial concerns plan benefits, the claimant must submit the matter to arbitration no later than the earlier of (1) 180 days after receiving CPF's final determination or (2) two years after the date on which the claimant knew or should have known the material facts on which the dispute is based. In all other cases (e.g., a denial of eligibility to participate), the claimant must submit the matter to arbitration no later than two years after the earliest date the claimant knew or should have known the material facts on which the dispute is based.

In addition, by participating in the International Clergy Pension Plan or by seeking or receiving any benefit under the plan, a claimant waives the right to commence, be a party to, or be an actual or putative member of any class, collective, or representative action arising out of or relating to the plan. As such, any claim must be brought on an individual basis only, and a claimant may not seek or receive any remedy that has the purpose or effect of providing additional benefits or monetary relief to any other claimant, participant, or beneficiary.



Glossary of Terms

- Active** You are considered an Active participant if
- you are *regularly employed* and *enrolled* in the International Clergy Pension Plan, have earned at least one month of *Credited Service*, and *Assessments* are no more than 24 months past due, or
 - your enrollment in the International Clergy Pension Plan has ended because you are no longer employed and no more than six calendar months have passed following your last day of employment (referred to as a “six-month grace period”), or
 - your six-month grace period is over, and you have paid personal Assessments for each month following your last day of employment up to the current month, or
 - you have earned 25 or more years of Credited Service, or
 - you were classified as Deemed Active as of December 31, 2017. (In general, being Deemed Active means that you were eligible to retire at the time you stopped earning Credited Service. As of January 1, 2018, Deemed Active is no longer a status under the International Clergy Pension Plan.)

In addition, after you are approved for short- or long-term disability benefits, you will be considered Active under the International Clergy Pension Plan as long as you are receiving disability benefits.

Notwithstanding the rules above, if you are deposed or removed in accordance with the Constitution and Canons or under similar rules for IARCA, you will not be considered Active unless you have earned 25 or more years of Credited Service or were classified as Deemed Active as of December 31, 2017.

Aflac Aflac Incorporated, which is the organization designated as CPF’s Medical Board.

Assessment(s) These are the contributions that your employer or diocese is required to pay CPF on your behalf. The contribution amount is equal to 18% of your *Total Assessable Compensation*. If you are employed by multiple employers, each one is billed based on the portion of your Total Assessable Compensation that it pays or provides to you.

There are certain situations in which you may pay *personal Assessments*. Assessments are used to fund the benefits that CPF and IARCA provide to eligible clergy and their beneficiaries, including pension, post-retirement health, disability, life insurance, and other death benefits.



Assignment	An arrangement that has been approved by CPF that is used to divide your pension with someone else (usually your former spouse). See Life Event Changes for more information.
Church	The Episcopal Church.
Clergy Pension Plan	The Church Pension Fund Clergy Pension Plan, as amended from time to time (for Episcopal clergy serving in the domestic dioceses of the Church).
Constitution and Canons	The Constitution and Canons for the governance of the Protestant Episcopal Church in the United States of America, otherwise known as The Episcopal Church, as amended from time to time.
CPF	<p>The Church Pension Fund, a New York State not-for-profit corporation. CPF is the plan administrator of the benefit plans explained in this Guide. As the plan administrator, CPF is responsible for the operation of the plans, including interpreting plan provisions and authorizing benefit payments. The plan administrator has the power and authority to interpret and construe the provisions of a plan and has sole discretion in making determinations under a plan. This includes but is not limited to determinations of fact and eligibility for benefits, and deciding any dispute that may arise regarding the rights of participants or their beneficiaries under a plan.</p> <p>All interpretations and decisions of the plan administrator are final and binding on all interested parties. The plan administrator may delegate any or all of this authority to a third party. To the extent that the plan administrator has delegated its authority, the third party has all of the powers and responsibility of the plan administrator.</p>
Credited Service	<p>The years and months for which full Assessments have been paid by your employer on your Total Assessable Compensation and, if applicable, for which you have personally paid Assessments. For each month that the applicable Assessment is paid in full, you earn one month of Credited Service for all benefits (pension, life, and the Major Medical Supplement).</p> <p>Credited Service is used to calculate your pension benefit and to determine your status (Active/Inactive) under the International Clergy Pension Plan and your eligibility for, and the amount of, the Major Medical Supplement.</p>
Disabled (for purposes of long-term disability benefits)	You are unable to perform the material and substantial duties of your own job for the first 24 calendar months following approval for long-term disability benefits. After this 24-month period, you will be considered disabled if you are unable to perform any occupation by which you are able to earn at least 80% of your Highest Average Compensation , as determined immediately prior to your disability. Interpersonal conflicts or environmental or other hazards in the workplace will not be a factor considered when determining whether you can perform your own job.
Disabled (for purposes of short-term disability benefits)	You are unable to perform (or are limited in performing) the material and substantial duties of your own job for more than 14 calendar days due to illness or injury. You also will be considered disabled if you have given birth to a child. You will not be considered disabled if you are able to earn 80% or more of your Total Assessable Compensation, as determined immediately prior to your disability. Interpersonal conflicts or environmental or other hazards in the workplace will not be a factor considered when determining whether you can perform your own job.



Early Retirement Age	Age 55 through age 64.
Ecclesiastical Authority	The Ecclesiastical Authority of a diocese as determined under the Constitution and Canons.
Eligible Children	<p>Eligible children include these:</p> <ul style="list-style-type: none"> • Your legal child who was living on the date that you stopped earning <i>Credited Service</i> under the International Clergy Pension Plan (or was born or adopted within 12 months thereafter); or • A stepchild, foster child, or legal ward who was your “tax dependent” (as defined below) in the calendar year in which you stopped earning Credited Service (or in the calendar year immediately following the year in which you stopped earning Credited Service) and in the calendar year of your death. <ul style="list-style-type: none"> ~ A “tax dependent” for this purpose is a stepchild, foster child, or legal ward who (1) lives in the same long-term (not temporary) residence as you for more than half of the year at issue, (2) is younger than you and is also younger than age 19 at the end of the year (or age 24, if they are a student or disabled), and (3) does not provide more than half of their own support for the year. <p>In addition, an eligible child must be under the age of 25 at the time of your death or must be disabled. If disabled, an eligible child must have become disabled prior to attaining age 25. (CPF will consider a child to be disabled if they are receiving government-sponsored disability benefits or has been determined to be disabled by <i>Aflac</i>.)</p>
Eligible Spouse	<p>The person to whom you are legally married (1) both on the date that you stop earning <i>Credited Service</i> and on your retirement date or (2) on the date of your death, whichever occurs first. In addition, a spouse is an eligible spouse only if you earn at least 12 months of Credited Service while married to him or her.</p> <p>An eligible spouse is entitled to full spousal benefits, including a fully subsidized <i>50% survivor benefit</i> (or, if applicable, a <i>minimum spousal pension</i>) from the International Clergy Pension Plan and the <i>Major Medical Supplement</i>, but only if you yourself are eligible for the supplement. (A different rule applies if you retire, return to active ministry, and re-retire with a spouse to whom you were not married on your initial retirement date.)</p> <p>A civil union or domestic partnership does not constitute a marriage under the International Clergy Pension Plan.</p>
Employer	<p>An organization that is required to pay <i>Assessments</i> to CPF on behalf of an Episcopal or IARCA cleric, including these:</p> <ul style="list-style-type: none"> • Any organization that is subject to the authority of The Episcopal Church or IARCA • Any organization that is associated with The Episcopal Church or IARCA and elects to participate in the International Clergy Pension Plan by completing an employer adoption agreement <p>The employer paying Assessments on your behalf could be, for example, the parish where you provide services or the diocese where the parish is located, depending on the arrangement in your diocese.</p>



Employer-Provided Housing

A physical residence that is provided at no cost to you by your employer, including (1) housing that is owned or rented directly by your employer and provided cost-free to you or (2) housing that your employer arranges to provide cost-free to you but that is not owned or rented directly by either you or your employer. A physical residence owned or rented directly by you is not considered employer-provided housing even if your employer pays or reimburses you for the full amount of the mortgage or rent.

Extension of Ministry

The ability to participate in the International Clergy Pension Plan if you exercise active ordained ministry in pastoral, educational, or social work at a non-Episcopal or non-IARCA organization or any society, organization, or body associated with The Episcopal Church or IARCA that has not elected to participate in the International Clergy Pension Plan. See [Types of Participation](#) for more information.

Highest Average Compensation

If you earn [Credited Service](#) on or after January 1, 2018, generally the average of the seven highest-paid, non-overlapping 12-month periods during which you earned Credited Service over your entire career.

Hypothetical Minimum Compensation

The following table shows the Hypothetical Minimum Compensation by diocese:

Hypothetical Minimum Compensation		
Diocese	Annual	Monthly
Colombia	\$960	\$80
Costa Rica	\$1,800	\$150
Cuba	\$600	\$50
Dominican Republic	\$5,280	\$440
Ecuador Central	\$1,800	\$150
Ecuador Litoral	\$1,200	\$100
El Salvador	\$1,800	\$150
Guatemala	\$1,560	\$130
Haiti	\$2,640	\$220
Honduras	\$1,560	\$130
Nicaragua	\$2,640	\$220
Panama	\$2,040	\$170
Taiwan	\$6,000	\$500
Venezuela	\$1,200	\$100
Virgin Islands (British only)	\$13,560	\$1,130

IARCA

Iglesia Anglicana de la Región Central de América, which is composed of the following dioceses:

- Costa Rica
- El Salvador
- Guatemala
- Nicaragua
- Panama



- Inactive** Under the International Clergy Pension Plan, you will be an Inactive participant if
- your *enrollment* in the International Clergy Pension Plan has ended because you are no longer employed, more than six calendar months have passed following your last day of employment, and you have not paid *personal Assessments* (or your personal Assessments are past due), or
 - you are *regularly employed* and enrolled in the International Clergy Pension Plan, but your employer has not paid *Assessments* for more than 24 months, or
 - you are not otherwise *Active*.

Notwithstanding the rules above, if you are deposed or removed in accordance with the Constitution and Canons or under similar rules for IARCA, you will become Inactive as of the first day of the month following your deposition or removal.

International Clergy Pension Plan International Clergy Pension Plan, as set forth in this Guide and as amended from time to time (or, when indicated herein, an earlier version of this Guide that was in effect for a prior period).

Major Medical Supplement A monthly cash payment that CPF provides to eligible retired clergy and their eligible spouses or surviving spouses. It is intended to help with the cost of healthcare in retirement. See *Post-Retirement Health Benefits* for more information.

Mandatory Church Retirement Age Age 72. (This is the mandatory retirement age in The Episcopal Church. If you are an IARCA cleric, your bishop or diocese may require that you retire at age 70. In no event can you delay your retirement beyond age 72.)

Non-Domestic Dioceses (of The Episcopal Church) Here are the non-domestic dioceses that participate in the International Clergy Pension Plan:

- Colombia
- Cuba
- Dominican Republic
- Ecuador Central
- Ecuador Litoral
- Haiti
- Honduras
- Puerto Rico*
- Taiwan
- Venezuela
- Virgin Islands (British only)

** If you are an Episcopal cleric serving in the Diocese of Puerto Rico, you participate in the International Clergy Pension Plan for tax reasons. However, the benefits that you receive are almost identical to the benefits provided to participants in the Clergy Pension Plan. Those benefits are described in "A Guide to Clergy Benefits," and you should use that guide as your reference but understand that the tax treatment of your benefits may be different.*

Normal Retirement Age Age 65.

Retired You will be a retired participant if you have started to receive your pension benefits from the International Clergy Pension Plan and have not subsequently returned to active ministry.



Total Assessable Compensation

The sum of the following annualized amounts* on which your employer is required to pay *Assessments*:

1. Base salary (excluding housing) and scheduled taxable cash payments
2. Cash housing allowance and/or utilities
3. Employer contributions to a qualified and/or non-qualified plan
4. One-time payments (applies to month when paid)
5. The value of *employer-provided housing*, which equals 30% of the sum of #1 through #4 above. (However, if the sum of #1 through #4 above is less than the *Hypothetical Minimum Compensation*, then the value of employer provided housing equals 30% of the Hypothetical Minimum Compensation.)

Note that if the only type of compensation that your employer provides is housing, then your Total Assessable Compensation equals 30% of the Hypothetical Minimum Compensation.

** Any form of severance (including pay continuation following a termination of employment) should be excluded in all cases. In addition, employer-paid tuition for dependents is not assessable unless it is taxable, and imputed income is not assessable.*



Contacts

Aflac	For disability benefits information and claims assistance	Member Services: 800-206-8826 mygrouplifedisability@aflac.com
Client Services	For assistance with the following: <ul style="list-style-type: none">• Pensions• Life insurance• Retirement savings	866-802-6333 Monday to Friday, 8:30 AM to 8:00 PM ET benefits@cpg.org The Church Pension Fund 19 East 34th Street New York, NY 10016
Financial and Life Planning	For planning your financial future, including reviewing your retirement needs and goals and understanding your benefit choices	888-735-7114 Monday to Friday, 8:30 AM to 8:00 PM ET
Tax Hotline	For general questions concerning United States income tax matters affecting clergy	Nancy N. Fritschner, CPA 877-305-1414 Mary Ann Hanson, CPA 877-305-1415 Dolly Rios, CPA (bi-lingual Spanish and English) 833-363-5751



This Guide generally reflects the rules in effect as of January 1, 2023. This Guide is provided for informational purposes and should not be viewed as investment, tax, or other advice. This Guide is the official plan document for the International Clergy Pension Plan, which provides the following benefits: pension, short- and long-term disability benefits, long-term disability medical subsidy, Major Medical Supplement, preretirement survivor benefit, post-retirement survivor benefit, child benefit, banking fee subsidy, resettlement benefit, and Christmas benefit. The official plan document and underlying policy for the life insurance benefit will govern that benefit. In the event of a conflict between this Guide and any official plan document or insurance policy, the terms of the official plan document or insurance policy will govern. The Church Pension Fund (CPF) and its affiliates (collectively, CPG) and/or IARCA retain the right to amend, terminate, or modify the terms of any benefits and/or insurance policy described in this material at any time, for any reason, and, unless otherwise required by applicable law, without notice.

The International Clergy Pension Plan is a non-qualified plan and is not subject to section 401(a) or 409A of the United States Internal Revenue Code of 1986, as amended. In addition, as a church plan, it is not subject to the Employee Retirement Income Security Act of 1974, as amended. An independent audit of the International Clergy Pension Plan's financial condition is disclosed in the Church Pension Group Annual Report, which is available on our website at cpg.org.

CPF currently offers a post-retirement health subsidy to eligible clergy and spouses. However, CPF is required to maintain sufficient liquidity and assets to pay its pension and other benefit plan obligations. Given uncertain financial markets and their impact on assets, CPF has reserved the right, in its discretion, to modify or discontinue the post-retirement health subsidy at any time.

Church Life Insurance Corporation, NAIC No. 61875, a New York life insurance company, with its home office located at 19 East 34th Street, New York, New York 10016 ("Church Life"), offers group and, in certain circumstances, individual life insurance and annuities to clergy and lay employees, and their families, in the service of The Episcopal Church.

Church Life is not licensed in all jurisdictions. Any and all guarantees by Church Life are based on and expressly subject to the claims-paying ability of Church Life. The Church Pension Fund does not guarantee the payment of principal or interest on any Church Life insurance policy or annuity contract. Information and descriptions of products and services are provided solely for general informational purposes and are not intended to be complete descriptions of, or to create a contract or an offer to provide, coverage. For complete details of coverage, including exclusions, limitations and restrictions, please see the actual life insurance policy or annuity contract. If any description of a Church Life product conflicts with the terms of the actual life insurance policy or annuity contract, then the terms of such life insurance policy or annuity contract will govern.

In the event of a conflict between the terms of the English version of this Guide and the Spanish version of this Guide, the terms of the English version will control.

Revised as of March 2023

