**LETTERHEAD WITH**

**YOUR CHURCH NAME**

**AND ADDRESS**

RRSP CONTRIBUTION PROGRAM

SUPPORT STAFF:

TERMS:

The (*name of church*) will match the employee’s contribution.

The contributions will be made monthly by both the Church and the employee. No lump sum payments for the year will be accepted.

RRSP contributions can be made by any support staff in his/her thirteenth month of employment (i.e. there is a waiting period of twelve months before contributions can be made.)

This program is totally voluntary by the employee. No contributions will be made by (*name of church*) if the employee fails to contribute. The RRSP program is based on the employee’s contribution.

All RRSP contributions will be locked in for a term of minimum thirteen months.

The Board of Administration has the freedom to disqualify any employee from this program is they deem it necessary.

**CONTRIBUTION CHART:**

The following outlines the contribution percentages for support staff:

|  |  |
| --- | --- |
| PERCENTAGE OF NET INCOME(Gross Income minus Housing Allowance) | LENGTH OF EMPLOYMENT NEEDED BEFORE CONTRIBUTION TO RRSPs |
| 1% | 12 months |
| 2% | 36 months |
| 3% | 48 months |
| 4% | 84 months |
| 5% | 120 months |