
Participating Employer Agreement

Letter of Intent

1. Name of Church or The Pentecostal Assemblies of Canada (PAOC) Institution (referred to hereafter as The Employer")

 2. Church/Employer I.D. No. _____
 3. Address _____
 4. Telephone _____ Fax _____ Email _____
 5. Date of first enrollment (if known) of an employee in The Pension Plan _____
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The Employer Agrees to the following:

As a participating employer in The Pension Plan, the employer agrees to use its best efforts to ensure the enrolment of its eligible pastors, and all other eligible employees, in The Pension Plan.

1. Enrolment

Upon enrolment the employer will submit the "Confidential Application" with respective sections completed by the applicant and employer. This may be submitted prior to, or concurrent with, the first contributions for the respective applicant. Membership is considered effective when a completed application has been received, contributions are received, AND this agreement has been filed with The Pension Plan.

NOTE: Regarding non-credentialed member enrolment – When the member is enrolled, the employer agrees to ensure the applicant gives "credible profession of faith in the Lord Jesus Christ as Saviour. They shall give evidence of compliance with the biblical standard of Christian practice and manifest spiritual growth by giving evidence of the fruit of the Spirit: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control" (Gal.5:22,23). They shall refrain from "acts of the sinful nature: sexual immorality, impurity and debauchery, idolatry and witchcraft; hatred, discord, jealousy, fits of rage, selfish ambition, dissensions, factions and envy, drunkenness, orgies, and the like" (Gal.5:19-21). For complete wording, and interpretation of sexual immorality, please refer to The PAOC Local Church Constitution and Bylaws, Article 6.1.

2. Contributions

The employer agrees to at least match all member contributions, noting the employer may contribute more than the member, but the member cannot contribute more than the employer.

The employer agrees to remit employer and member contributions within one month of deducting the member's portion from payroll, otherwise not less frequently than monthly.

Contribution amounts required in the Plan Text are a minimum of 2.5% + 2.5% during the first two years of membership, 4% + 4% during years three and four, and minimum of 5% + 5% during the fifth and subsequent years of membership, or as provided from time to time in the Plan Text. Please note the combined total of member and employer contributions may at any time exceed the minimum contributions, but may not exceed a combined total of more than 20% of member pensionable earnings.

Note: Pensionable Earnings means taxable salary plus the amount of the clergy residence deduction allowed by Canada Revenue Agency (CRA).

3. Reporting

Subsequent to every Calendar Year, the employer will provide to The Pension Plan:

- a. Statement of annual pensionable earnings for each member, on or before March 1
- b. Summary statement of annual member/employee contributions, on or before March 1

The employer agrees to provide timely confirmation to The Pension Plan of the following changes with respect to any member employed by the employer:

Marital status - Death of member or spouse - Termination of employment

The employer agrees to submit member information annually as required by CRA, including but not limited to appropriate T-4 reporting.

4. Legal and Funding Requirements

Subject to any limits imposed by applicable provincial or federal legislation, the employer agrees to be bound by all the provisions of the Plan, as amended from time to time, inclusive of the requirement to contribute to the Plan at such times and in such amounts as may be approved by The Pension Plan from time to time, in order to provide for the normal cost of benefits and to liquidate any unfunded actuarial liability or solvency deficiency.

The Pension Fund Agrees to the following:

- 1. Administer the Plan in compliance with the Income Tax Act and applicable provincial legislation.
- 2. Ensure that Plan investments are managed in accordance with the Plan investment policy.
- 3. Recommend changes in benefit and contribution requirements to the General Membership of the Plan.
- 4. Enroll new members, and ensure appropriate calculations, payment of benefits on retirement, termination, or death of the member.
- 5. Hire necessary agents, consultants, and professionals to assist the Trustees in the administration of the Plan.
- 6. Determine necessary expenses to be paid from the Plan.
- 7. Select the Plan auditor and actuary.
- 8. Make recommendations to the Membership and the General Conference of the PAOC with respect to utilization of Plan surplus, in accordance with provisions of the Plan Text and the General Constitution and By-Laws of the PAOC.
- 9. Communicate to the members on an annual basis, providing such information as is required by applicable legislation.
- 10. Provide an annual report to employers, summarizing activities of the Trustees, and providing information of current rates of return, results of the latest actuarial valuations, changes in benefit provisions, etc.

This Letter of Intent adopted the _____ day of _____, _____ by resolution of the Official Board of _____ (name of The Employer)

Authorized signature(s):

_____ Board Chair

_____ Print Name

_____ Board Secretary

_____ Print Name

Print and sign where required. Keep a copy for your records.

Forward original completed form by mail, or PDF copy by email, to:

THE PENSION FUND (1969) OF THE PENTECOSTAL ASSEMBLIES OF CANADA
2450 Milltower Court, Mississauga, ON L5N 5Z6
Email: pensioninfo@paoc.org

Phone: 905-542-7400 Toll Free: 1-866-877-8481 Fax: 905-542-7313