Please circulate to
- ☐ Treasurer
- ☐ M&P Committee
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- ☐ Presbytery Personnel/ E&S Rep.
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connex
IMPORTANT UPDATES FROM PC-MEPS

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What Is **Aon Hewitt?**

Edmund (Ted) Hewitt founded Hewitt, the former name of Aon Hewitt, over 70 years ago. Since that time, Aon Hewitt has led the human resources administration industry, providing expertise in developing and administering benefits plans for organizations around the world. It was innovation from Aon Hewitt that brought the benefits administration industry into the Internet age by launching a series of online programs and software packages.

Aon Hewitt's strength with technology and customization of systems is what attracted the United Church to the company. The benefits plans of the church are extremely complex, and the church is unique in comparison to traditional organizations. Aon Hewitt is committed to learning about the special culture of The United Church of Canada's plan members and employers and to providing our members with a high level of service.

The most important service improvement will be integration with our payroll service provider, ADP. For example, calculating the taxable benefit for group insurance each year will be done automatically because secure transfer of information is part of Aon Hewitt's service offering. Also, changes to a member's benefits coverage will no longer require the treasurer's intervention to update ADP. For example, if a member's premiums change because of age or quitting smoking, these changes will automatically be updated with the payroll provider.

It was this gap in information-sharing that caused errors in premiums or other payroll deductions, sometimes leading to significant retroactive payments due from members, pastoral charges, or other ministry site employers. Significant effort is being put into correcting these information gaps before the transition occurs. But please watch for payroll deductions that may be assessed for (1) new enrolment or (2) premium coverage corrections.

Look for Your Welcome Package in June!

Aon Hewitt will be sending members and employers welcome packages in mid-June. Please watch for yours! If you haven't received one by June 27, please call Ministry and Employment.

NOTE: Three different packages will be sent: one for treasurers, one for active members, and one for pensioner members. Each package will include customized instructions on how to log in to either the administration website or the member website, and toll-free telephone numbers for the United Church Benefits Centre, administered by Aon Hewitt.

UPDATE

Aon Hewitt Transition

On July 1, 2011, Aon Hewitt will take over the role of administrator for the benefits and pension plans of the United Church. May and June is the blackout period for administrative work. However, the Pension and Benefits Centre will continue to take calls from members and treasurers until June 30.

Effective Leadership and Healthy Pastoral Relations Survey Says...!

Thanks, one and all, for the time you invested in completing the Effective Leadership and Healthy Pastoral Relations survey. The data has been given to the task groups of the Permanent Committee for Ministry and Employment Policies and Services (PC-MEPS), for policy evaluation, development, and refinement.

Approximately 1,500 surveys were completed. This is an excellent response rate and results in data that is 95 percent accurate. Over half of the surveys were completed by ordained ministers, with the next largest group who responded being lay members. In terms of response levels from the Conferences, Maritime Conference provided the most responses, followed by Toronto and Hamilton Conferences.

The next steps in the process are already under way:

- Focus groups are being carried out to clarify some survey data that was ambivalent, such as cases where 70 percent of responses "somewhat agreed" with a statement; and to hear more from constituencies who were underrepresented in the initial survey.
- The task groups of the Permanent Committee have been given the survey data to test their policy directions and recommendations and to further develop new policies in the areas of pastoral relations, recruitment, oversight and discipline, and compensation.
- A report summarizing the Effective Leadership and Healthy Pastoral Relations Collaborative Research Project is being prepared for the Permanent Committee and the Executive of the General Council. The report will be available to Conferences through the Conference representatives to the Executive.

The task groups of the Permanent Committee are working diligently to present final recommendations for policy changes to the Permanent Committee meeting in September 2011, and then to the Executive of the General Council in November 2011. Recommendations that are approved by the Executive will go on to General Council in 2012. Recommendations that require more work will be returned to the task groups and will repeat the above process of review through the Permanent Committee and the Executive in the spring of 2012 before going to General Council in August 2012.

To get e-mail notification when a new issue of *Connex* is online (instead of a print copy), contact us at 1-800-268-3781 ext. 3161 or MinistryandEmployment@united-church.ca.

Updated New/Change Employee Sheet: Start Using It August 1, 2011

This form is being modified to meet the requirements of the Benefits Centre. Effective August 1, 2011, ADP will accept only this new version. You can obtain a new form

- from the Church Leadership Network: http://churchleadership.united-church.ca
- by calling ADP Client Services: 1-877-377-4784
- by calling the General Council Office Pastoral Charge Payroll Service Information Line: 1-800-268-3781

For status changes (e.g., Inactive or Terminated) to be administered correctly by the Benefits Centre, it is important that all information requested on the sheet is completed fully and accurately. If you have questions about the New/Change Employee Sheet, please call the General Council Office Pastoral Charge Payroll Service Information Line at the number above.

Continue To...

■ Monitor Your ADP Payroll Reports

These reports, generated with every payroll processed, provide you with confirmation of the pension and benefits remittances processed by ADP.

Payroll Reports Guide was created by the General Council Office to help treasurers decipher the ADP payroll reports. To view or download the guide, go to www.united-church.ca. Search for and select "understanding payroll reports." If you are not receiving regular payroll reports from ADP, call ADP Client Services: 1-877-377-4784.

■ Pass the Statement of Earnings & Deductions (Pay Statement) to the Member

The pay statement, generated with every payroll processed, provides ministry personnel or lay employees with confirmation of the pension and benefits remittances processed by ADP. If you have questions regarding access to the pay statement, call ADP Client Services: 1-877-377-4784.

"Your Benefits Resources" & the Benefits Centre

Aon Hewitt has benefits information and modeling tools available to all United Church benefits plan members through a single online site—Your Benefits Resources. This website gives members one-stop access to all benefits information as well as pension information to facilitate retirement planning. These services are also available through a toll-free telephone line, and staff at Aon Hewitt are trained in all aspects of the United Church's benefits plans. Treasurers, as well as administrative support in the Ministry and Employment unit at the General Council Office, will have a separate administrative website for management of information. The specific design of both the member-focused site, Your Benefits Resources, and the administrative site are intended to enable members and administrators to be able to easily and quickly gather information and complete updates.

Treasurers: Your Job Will Be Easier with Aon Hewitt!

Because of the contract addendum all treasurers have signed, Aon Hewitt and ADP will be able to coordinate information. If you have not received an addendum, call Ministry and Employment: 1-800-268-3781 ext. 3161.

1. ADP gets new member information via the New/Change Employee Sheet.

Twice a month, ADP sends the Benefits Centre information required for benefits administration. With this information, the Benefits Centre

- sends a benefits enrolment kit to the new member
- calculates the taxable benefit for group insurance and forwards the amount to ADP to be applied to the next payroll
- calculates the applicable benefits premiums and sends the amounts to ADP to be deducted from the next payroll; if the member elects optional benefits coverage, once confirmed, the Benefits Centre calculates the premiums and sends the information to ADP for deduction from the member's next payroll (new members will default to core benefits coverage after eight weeks)

Note: The first deductions will be double (or more) to reconcile remittances missed for the first month(s). Depending on the amount owing, the retroactive deductions may apply over several pay periods. Pension remittances continue to be automatically calculated by ADP's system, and deductions start immediately.

2. An age-related or life-event change affects benefits premiums.

The member notifies the Benefits Centre of a life change directly or the member's file will trigger age-related premium changes. The Benefits Centre calculates the new benefits premiums and sends the update to ADP to be deducted from the next payroll.

3. A member's salary changes.

Through secure electronic file transfer, ADP sends the Benefits Centre the new salary information. The Benefits Centre calculates the taxable benefit for group insurance and forwards the amount to ADP to be applied to the next payroll.

Not on ADP?

Important Pension and Benefits Invoice Information

As the transition to Aon Hewitt approaches, no work for the United Church will be processed by the current service provider but will be transferred to Aon Hewitt to be processed after July 1, 2011. Non-ADP pastoral charges WILL NOT receive invoices for Pension and Benefits remittances during the **blackout period of May 1 to July 1, 2011.** They will receive an invoice for the retroactive payments owing as of July from Aon Hewitt. This could mean that up to three months of remittances will be owing.

It would be prudent to set aside the monthly remittances that are usual during this time so funds will be available to meet the remittance obligation of up to three months'. Regular invoicing of pension and benefits remittances will resume after July 1, 2011.

Important Notice for Pastoral Charges Not Using ADP for All Staff

As the costs associated with processing payroll for pastoral charges not using the payroll service for all staff (ministry and lay) are carefully assessed, more information will be provided—directly to pastoral charges and other ministry sites and through *Connex*—on whether service fees will be required to offset this work.

Letter from the Editor

Christ Is Risen! Now What?

We're only a few weeks into the Easter season and I wonder if you, like me, are finding it difficult to sustain the enthusiasm of Easter Day into the ordinariness of daily living. I feel like a confused disciple, folding up the grave clothes after the show's over, instead of like a witness running to share good news! Scripture tells us that the post-Easter Jesus appeared repeatedly, reaching out to disciples hiding behind locked doors, grieving on the road to Emmaus, returning to their fishing boats…And even with the reassurance of Jesus' appearance, the good news was a hard sell.

I love the passage in Matthew 28 (16–20) where the eleven go up a mountain and Jesus appears to them, saying dramatically, "All authority in heaven and on earth has been given to me. Go therefore and make disciples of all nations." Even then, scripture testifies that "some doubted." How reassuring to know that the struggle to remain connected, committed, and courageous is not a new one. God has led our people here before, and has infinite compassion for our weakness and fear. "We are not alone," we repeat, reminding ourselves of the presence of Christ, made tangible in the hands and hearts of our congregations and ministries.

The volunteers of the Permanent Committee on Ministry and Employment Policies and Services and the staff of the Ministry and Employment unit are part of that larger Body of Christ, connecting our church and supporting its mission. There are inevitable challenges: the blackout period during our transition to Aon Hewitt will mean delays and frustrations for some, even as it will mean an ability to "rise again" as a system better equipped to serve our constituents. Waiting for survey results, for policy changes, for committees to make decisions, and for staff to implement them—all these things take time. We do so appreciate your patience and kindness as we do our best for the betterment of the whole church.

Easter isn't all chocolate eggs and joy—it is also the real work of transformation that takes such a long time, testing the faith of the unsure and trying the patience of the passionate. So let us pray for one another: for the resurrection to come to roost and for Jesus to unite us as one body as we follow (busy, fearful, stumbling, together) in his Way.

Shalom,
Erin

■ Erin Sterling, Communications, PC-MEPS ■

Church Leadership Network

Join the Conversation!

The Church Leadership Network (**http://churchleadership.united-church.ca**), or CLN, was designed to be a "member only" network to facilitate meeting, discussion, and information-sharing for lay and ministry members of the United Church. Now at well over 1,600 members, it's a busy resource centre, a virtual meeting place, and a library for resources that require moderate security, out of reach of the open Internet.

As treasurers may already know, forms from service providers such as ADP (forms not available on the regular United Church website) are posted on CLN. Committee members on national committees can "meet" and share information in the secure "Groups" area, saving travel, postage, and other expenses.

While Internet access, and therefore CLN access, is still not consistent for all areas of Canada, we hope that as access expands, membership will, too.

If you are already a member, let us know how you use CLN! E-mail: **MinistryandEmployment@united-church.ca**

Need connex help?

Connex is the newsletter of the General Council Permanent Committee on Ministry and Employment Policies and Services (PC-MEPS) and of the Ministry and Employment Unit.

For additional copies to circulate to your M&P committee, church board, congregation members, or presbytery representatives, or to comment on *Connex* or suggest topics for future issues, please contact the editor:

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