



Appointment Change Benefit Checklist

REQUIRED FORMS: (Send forms to Isabel Munoz at imunoz@riotexas.org)

- 2022 Compensation Form to District Office
- Clergy Benefits Contact Change Form
- UMPIP Election/Contribution Agreement (UMPIP elections do not carry over to new appointment)

OPTIONAL

- Wespath Beneficiary Form
- HealthFlex Enrollment/Change Form (to add or drop dependents)

MOVING

- If renting or in parsonage obtain a Renter's Insurance policy
- Understand tax implications for Conference paid moves





Benefit Seminar for First Time Appointees May 24 10:00 AM – 12:00 Noon

- All clergy taking their first appointment in the Rio Texas Conference or moving from a part-time appointment to a full-time appointment should plan to attend Benefit Seminar
- You can Join the Zoom meeting from PC, Mac, iOS or Android Meeting Link: https://riotexas.zoom.us/j/87200430898?from=addon



2022 Important Dates

June 15 Deadline to return compensation and benefit forms

June 19 Last Sunday for leaving pastor

June 23 Moving day

June 26 First Sunday

July 1 Compensation at new appointment begins

New benefit elections begin

Remit Compensation Form to District



Moving

Clergy moving to a full time appointment to a charge/Conference and clergy entering retired status or going on disability leave.

- Local, long-distance, self-moves
- 2 move estimates to *Commission on Equitable Compensation & Moving Expenses*
- Moving company paid directly by Conference





Moving & Renter's Insurance

- Renter's Insurance for personal belongings available through Church Mutual 1-800-554-2642
- Various insurance carriers offer renters insurance

Conference Moving Policy Assistance:

Monica Moore

210-408-4519

monicam@riotexas.org



Moving Tax Implications

January 1, 2018 - The Tax Cuts and Jobs Act

- Eliminates tax deductions and the exclusion from gross income to prevent the taxability of moving expense payments
- Payments made on your behalf for moving are subject to SECA taxes
- Impacted clergy will receive a 1099-MISC from Conference in January 2023
- Plan to make additional tax payments accordingly to cover the liability. Act is expected through December 31, 2025
- Minimal impact to plan compensation and pension contributions





Compensation Form

Adopted by charge conference

- Base Salary
- Housing Type
- Additional IRS Exclusion If needed
- Plan Compensation
- Health Benefits
- Accountable Reimbursement Plan
- Pension
- Signatures

Line#	Part I - General	Info & Calculations	Line #	Charge Expen
1	Pastor Name (Select green cell, then use drop-down button to find pastor's name	Select Pastor's Name	1	
2	Appointment Title	\$0	2	
3	Conference Relationship	\$0	3	
4	%Service (Full Time=100%, 3/4 time=75%, half time=50%, quarter time		4	
5	Charge Nam (Select green cell, then use drop-down button to find Name of Cha		5	
6	District	\$0	6	
9	RGC Legacy Church	\$0	9	
	(iii Tès , tren sonre beneix expenses are paro tricugin Legacy			
Line#	Part II Salary		Line #	Charge Exper
10	Base Salary Paid by Church		10	\$
11	Conference or District Salary Support (must be requested & approved)	\$	- 11	
12	Total Salary to Pastor from Church(es) + Conference/Distrist Salary Support	\$ -	12	
13	Type of Housing Supplied by Church to Pastor	Parsonage	13	
14	Housing Allowance supplied instead of Parsonage		14	
15	Pre-tax deduction from Pastor's Salary for IRS 107 Exclusion as Pastoral Housin	ng Cost \$	- 15	
16	Plan Compensation For Pension Purposes	\$ -	16	
A	Full Time Clergy must elect A UMPIP Contribution of at least 1% of Plan Co	ompensation to receive full pension B	enefits	
Line#	Part III Health Benefits	· · · · · · · · · · · · · · · · · · ·	Line #	Charge Expe
17	Clergy is Eligible and responsible for participation in HealthFlex Participation unl	ess waived. #N/A	17	
18	Waiver for Exceptions to HealthFlex Mandatory Coverage - See Instructions	No Waiver	18	
19	Pastor's HealthFlex Benefit Coverage	(1) Clergy Only	19	
20	Am ount to be Billed to Church for Selected Coverage	#N/A	20	
21	Church's Minimum HealthFlex Premium Responsibility	***************************************	21	#N/A
22	Amount for "Church Election" = Cost for Selected Coverage - Church's Minimum	Responsibilit #N/A	22	#14/2
23	Portion of "Church Election" that is selected as a church responsibility for		23	S
24	Church's Total HealthFlex Cost For This Pastor	0010111010100	24	#N/A
Line#	Part IV Accountable Reimbursable Pla	n (ARP)	Line #	Charge Exper
25	Accountable Reimbursement Plan (ARP)		25	\$
Line#	Part V Recap of Church Costs		Line#	Charge Expe
26	Salary		26	S
27	Housing Allowance		27	S
28	Accountable Reimbursement Plan (ARP)		28	S
29	recommend reminerations and (viv.)	Paid by RGC Legacy Funds		7
31	Health Benefit Expense	S -	31	#N/A
32	Comprehensive Protection Plan (CPP)	\$ -	32	\$ #IV/A
33	Clergy Retirement Security Program (CRSP) defined benefit	\$ -	33	#N/A
34	Clergy Retirement Security Program (CRSP) defined contribution	\$ -	34	#N/A
35	UMPIP Church Contribution (for Part Time Appointments)	\$ -	35	S #N/A
36	Total RGC Legacy Contribution >	\$ -	36	Y
37	Church's Total Compensation Expense (Excludes cost of Utilities)	\$ -	36	#N/A
38	Church's Total Compensation Expense (Excludes cost of Utilities) Church's Total Compensation Expense (Excludes cost of Utilities) LESS any RG	C Loggery Contribution	38	
30	criuicii s Total Compensation Expense (Excludes cost of utilities) LESS any RG	ic Legacy Contribution	30	#N/A
	Part VI Signatu	res		
Pastor's	Signature		Date:	
	Signature Signature Fepresentative Nam e & Office / Signature		Date:	



Accountable Reimbursement Plan

- Used to reimburse business expenses
- Rules are from IRS
- Cannot transfer to or from salary
- Must be for business purpose
- Expenses must be reimbursed and have documentation.
- This is not an allowance

			ACCOUNT	ABL	E REIMBURSEMENT PL	.AN				
Accountable F		•		ite, pa	rking, and tolls					
B. Office :	Office supplies and postage									
C. Office	C. Office equipment, computer and software									
D. Books,	sooks, subscriptions and periodicals, such as professional journals									
E. Profess	Professional dues									
F. Religio	F. Religious materials; vestments and business gifts									
G. Continu	G. Continuing education and seminars									
H. Entertainment required for church business										
Travel fares, lodging and meals while on business for the church (including annual conference)										
J. Mobile telephone										
K. Other to Parish	K. Other business expenses, if any (as approved by the Committee on Staff Parish Relations and/or Committee on Finance)									
L. Total										
					_					
Accountable F	Reimbursem	ent Plan K	PaidTo	t Forn	Description of Business Purpose	Amount	\neg			
	ent Category						_			
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							\neg			
Total							\neg			
Minister/Staff Person		1	Date		Treasurer	Date				



UMPIP – United Methodist Personal Investment Plan



- Complete UMPIP Enrollment to continue participation at new appointment
- Personal Before, After Tax or Roth Contributions
- Minimum 1% to receive CRSP DC Match for Full-Time
- UMPIP-PT (Part-time) employer contribution of 9%
- Investments are pre-screened for social responsibility
- Change Investments at any time using Benefits Access at www.wespath.org



HealthFlex

100% Full-Time Appointments

- Medical Plan
- Preventive Care
- Vision Exam
- Dental
- Flexible Benefits/Health Savings Accounts
- Employee Assistance Plan EAP
- Wellness
- Church Contribution is Mandatory for Clergy Appointed to 100% full-time service





Wellness Opportunities

To promote awareness, encourage, enable and educate clergy to assume personal responsibility for their physical, emotional and spiritual health



Wespath Center for Health
Rio Texas Conference Clergy Wellness Plan
www.riotexas.org





Questions?

Benefit Plan Contact Information

Human Resources and Benefit Plan Administration

Isabel Munoz

imunoz@riotexas.org

210-408-4526

Benefit Plan Processing and Church Benefit Plan Billing

Lissette Guillen

210-408-4548

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Moving Process & Conference Move Policy

Monica Moore

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Rio Texas Clergy Wellness Plan

Eve Albert

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