



## Employment Documents for Change of Local Church Appointment at Annual Conference

### Forms Required **Regardless of Appointment**

- [Clergy Financial Support Worksheet](#) – (data services, login required) copy for District Office and Conference Benefits- due **July 1**
- [I-9 Work Form](#)- filled out for and with your employer to go in your file there- due **July 1**
- [UMPIP Billing Change Form](#)- due to Conference Benefits by **July 1**- participation optional for all
- [UMPIP Contribution Election Form](#)- give to church by **July 1**- participation optional for all
- [Information for Conference Master List](#)- (data services, login required) copy to District Office and Conference Benefits- **July 1**

### **Additional Forms for Full Time Elders, Deacons, Provisional Elders, Provisional Deacons and Local Pastors who are already appointed in NGA**

- Appointment Form –already appointed in N GA-if change necessary

### **Additional Forms for Full Time Elders, Deacons, Provisional Elders, Provisional Deacons and Local Pastors who are appointed for the first time in NGA**

- Pre-Appointment Form 1st Time- DS fills out and brings to Appointive Cabinet meeting
- [Insurance Enrollment](#) due to Conference Benefits by **June 3**
- [Metlife Enrollment](#) Form due to Conference Benefits by **June 3**
- [First Time Pension Enrollment](#) form due to Conference Benefits by **June 3**

### **Additional Forms for Part Time Elders, Deacons, Provisional Elders, Provisional Deacons and Local Pastors- for those who are already part of NGA**

- Appointment Form - DS fills out and brings to Appointive Cabinet meeting
- [Pension Waiver](#)- for those choosing to waive CRSP- to DS (DS brings to Appointive Cabinet meeting with Pre-Appointment Form)

### **Additional forms for Part Time Elders, Deacons, Provisional Elders, Provisional Deacons and Local Pastors- for those who are new part time in NGA**

- Pre-Appointment Form 1st Time- DS fills out and brings to Appointive Cabinet meeting
- [Pension Waiver](#) for those choosing to waive CRSP- to DS (DS brings to AC Cabinet meeting with Appointment Form)



**Wespath Benefits and Investments:** Previously known as the General Board of Pension & Health Benefits of the United Methodist Church.

**CRSP:** Clergy Retirement Security Program (replaced MPP) in 2 parts - the Defined Benefit (CRSP DB), Defined Contribution (CRSP DC) Church expense, Pension program for Full-time & Part-time clergy.

**UMPIP:** United Methodist Personal Investment Plan, voluntary pension contributions withheld from payroll, Individual expense, Full-time & Part-time clergy

**CPP:** Comprehensive Protection Plan, long term disability and death benefits, Church expense, Full-time clergy required, ¾ time option

**HealthFlex:** GBOPHB Health insurance plan for Full-time clergy, Church expense/Clergy expense

**MetLife:** Additional life coverage for all enrolled in HealthFlex (part of HealthFlex rate)