

The following is an overview of how to complete the Multiple Employer Plan Participation Agreement Addendum. Items 1 through 8 describe the basic terms and regulations of the Plan. When the document mentions the Plan Sponsor, it is referring to the Brethren in Christ Pension Fund, Participating Employers refers to each of the individual churches that participate in the Plan, and Participants refer to the individual church employees that participate in the Plan. The options begin with item 9 Permitted Modifications By Participating Employer:

1. Item 33: This asks if the Participating Employer will make contributions on behalf of your employees. If you choose option "A", electing NOT to make any contributions on behalf of your employees, then no further sections need to be completed. You should sign the agreement at the bottom (see step 11). If option B is chosen, you would proceed to Item 34.
2. Item 34: This is where you select the type(s) of Employer Contributions that you would like to make.
  - a. Employer Nonelective Contributions are when the employer, regardless of whether or not the employee decides to contribute to the plan, makes contributions. If this option is chosen, Item 35 needs to be completed.
  - b. Employer Matching Contributions are contributions made by the employer to match some portion of the employee's contribution. If this option is chosen, Item 36 needs to be completed.
  - c. Other. This allows the employer to create their own way to make contributions. If this option is selected, a detailed description of the method must be provided.
3. Item 35: There are several options on how you can set up your Nonelective Employer Contributions.
  - a. Not applicable. Nonelective Employer Contributions shall not be made.
  - b. As a % of each participant's compensation.
  - c. As a specified amount to each Participant per Plan year.
  - d. As a specified amount per Plan Year, allocated between each participant in accordance with their compensation compared to the total compensation. If this option is chosen, Item 40 needs to be completed.
  - e. As an amount based on years of services (please fill in the table below the option if this is chosen).
4. Item 36: There are several ways employers can match employee contributions.
  - a. Not Applicable. The Employer will not make Matching Contributions.
  - b. As a % of the amount that the Participant elected to defer from their own compensation. If a Participant elects to defer 10% of their own compensation, and you've selected to match 100% of the employee's elected deferral, then you would contribute an amount equal to the employee's deferral. If you were to enter 50% then you would contribute ½ of the employee's deferral and so on.
  - c. The Employer shall not match amounts provided in excess of a specified dollar amount or percentage of the Participant's compensation. This option is to set a ceiling for the amount that an employer would match a Participant's deferral. For example, if 5% was selected, the employer would match up to, but no more than, 5% of the Participant's deferral. Therefore, if a Participant elects to defer 6% of their compensation, the Employer would only match 5% of the Participant's deferral. If a Participant elects to defer 3% of their compensation, the Employer would only match the 3% of the Participant's deferral.
  - d. An amount, if any, determined by the Employer. This option provides an opportunity for you, the individual church, to determine exactly how you would like to match your employee's

contributions. If this option is selected, a detailed description of the method must be provided.

5. Item 37: While ALL employees are allowed to participant in the plan through employee deferrals, each church can determine the requirements to receive Employer Nonelective and Matching contributions, using the following options (please check the box next to the desired selection and check the box for which employer contribution it relates to; Nonelective and/or Matching).
  - a. N/A. There is no age or service requirement to receive Nonelective and/or Matching contributions.
  - b. Employees who are younger than a specified age cannot receive Nonelective and/or Matching contributions (cannot exceed age 21).
  - c. Employees who have not completed a specified number of days, months or years of service (generally cannot exceed 1 year).
  
6. Item 17: This is to determine how frequently the Employer Contributions will be sent to the Brethren in Christ Foundation.
  
7. Item 38: This allows each church to further restrict the eligible classes of employees from receiving Employer Nonelective and Matching contributions (please check the box next to the desired selection and check the box for which employer contribution it relates to; Nonelective and/or Matching).
  - a. N/A. There are no further exclusions that you would like to add.
  - b. Exclude Collectively Bargained Employees (Does not apply to most churches, but you can reference Section 2.15 of the Volume Submitter Plan for further explanation)
  - c. Exclude Nonresident Aliens, who receive no earned income from the Employer which constitutes income from sources within the United States. **We recommend** you check this box.
  - d. Exclude employees who become Employees as the result of a “section 410(b)(6)(c) transaction” does not apply to most churches as it relates to acquisitions, mergers and dispositions.
  - e. Exclude employees of the following employer(s) aggregated with the Employer under section 414(b), (c), (m), or (o) of the Code, does not apply to most churches.
  - f. Exclude hourly rated employees
  - g. Exclude Employees who normally work less than 20 hours per week (part-time employees)
  - h. Exclude highly compensated employees
  - i. Exclude employees that are participating in a different 403(b), 401(k), or other eligible deferred compensation plan.
  - j. Exclude any other group of employees
  
8. Item 40: Generally, option (a), N/A, would be selected for this Item. Unless, the Employer is doing a year end allocation of the Employer Nonelective and/or Matching Contributions. This is to determine if any additional conditions need to be met for a participant to receive Employer Nonelective and Matching contributions (please check the box next to the desired selection and check the box for which employer contribution it relates to; Nonelective and/or Matching).
  - a. N/A, no further conditions need to be met
  - b. If selected, the Employee needs to have been employed by the church on the last day of the Plan Year to be included in the annual Employer Contributions allocation.
  - c. If selected, a terminated Employee must have had at least 501 Hours of Service during the Plan Year to be included in the annual Employer Contributions allocation.

- d. If selected, a Participant who retired during the Plan Year can be included in the annual Employer Contributions allocation.
  - e. If selected, a Participant who became Disabled during the Plan Year can be included in the annual Employer Contributions allocation.
9. Item 41: This asks if the Employer would or would not use the employee's compensation amount from immediately before they became permanently and totally disabled, as the basis to determine their Employer Nonelective and/or Matching Contributions, for the initial year in which they became disabled.
10. Item 21: This determines how frequently a Participant can change or discontinue their deferral election.
- a. At the beginning of the Plan Year (January 1<sup>st</sup>)
  - b. January 1<sup>st</sup> or July 1<sup>st</sup>
  - c. January 1<sup>st</sup>, April 1<sup>st</sup>, July 1<sup>st</sup>, October 1<sup>st</sup>
  - d. The first of every month
  - e. You can set this to as frequently as you would like (must be at least once per year)
11. Under the Signatures heading:
- a. Only complete the following lines, and do this in the presence of a witness:
    - i. Write the date that you would like this Addendum to become effective
    - ii. Please write the name of your Church next to "Name of Participating Employer"
    - iii. Please have an authorized person sign next to "Signature of Participating Employer"
    - iv. Write the signors name next to "Name of Signor"
    - v. Add the date that it was signed
    - vi. Add the title of the person who signed it
    - vii. Have the witness sign next to "Signature of Witnesses as to Participating Employer"

These forms can be returned to the Brethren in Christ Foundation either by email (info@bicfoundation.org), fax (717-697-7714), mail, overnight mail or hand delivery to 431 Grantham Road, Mechanicsburg, PA 17055.

If you would prefer to complete this form online, you can do so at [bicfoundation.org/403b-retirement-plan](http://bicfoundation.org/403b-retirement-plan). However, the signature page must be printed, signed and either mailed, faxed or emailed to us with the remaining Addendum pages.

If you have any questions or concerns, you can reach out to David Strausser at [dstrauss@bicfoundation.org](mailto:dstrauss@bicfoundation.org) or 717-796-4788, extension 5418.

Respectfully,



David M. Strausser  
Plan Administrator