

## **Policy 104**

### **Clergy – Electronic Fund Transfer**

It is the policy of the Benefits Office of The Texas Annual Conference; Center for Clergy Excellence to up-date the clergy person's information for the Pensions and Group Health Benefits draft upon notification from the District Office.

#### **Procedures:**

- Information is entered into the Dove System by the clergy person or church staff and upon the District Administrative Assistant certification of the data an email is generated and received in the Benefits office.
- Distribution of the data is promptly distributed to the Data Team. The data team prints the clergy person salary compensation sheet and enters the data to both the General Board of Pensions system (Park) and the Group Health Benefits system (Blackbaud).
- If no information is received it will result in a change of the draft amount at a later date. The data team uses the previous year compensation salary data until the current year information is received.

#### **Guidelines for the EFT draft**

- Data (clergy person's salary compensation) received in **November** for the New Year is entered and drafted in January.
- Data received in **December** is drafted in February for both months. (January and February)
- Data received in **January** is drafted in March for three months. (January, February and March)