INSTRUCTIONS FOR ONLINE MINISTERIAL COMPENSATION:
UMPIP WORKSHEET and COMPENSATION REPORT
LEADERSHIP ROSTER

Printable/Fillable Charge conference forms will be available September 1, 2020 online at www.ntcumc.org.

- At the middle of the conference web page in the "About Our Conference" section, select Connectional Resources then select "Forms" on the right.
- Under "Forms", select "Charge Conference Materials" to bring up the list of forms including Ministerial Compensation Report and Leadership Roster which are to be completed online.
- Choose "Ministerial Compensation Report and Leadership Roster" and a login screen will appear on the website https://ntc.umconline.org/index.php.

MINISTERIAL COMPENSATION REPORT
(You are filling out two (2) forms: UMPIP and Compensation Report.)

Your login and PASSWORD have been reset to the permanent church GCFA number.

- It is the 6 digit number beginning with a 7 or 9 that you also use to obtain your monthly apportionment report.
- If you do not know your GCFA number, contact your district office or Shirley Miller at the conference office.
- The default year is 2021, though you can choose 2020 or 2019 from the drop-down box to look at previous year's reports.
- You will be prompted to change your password the first time you enter the site because, again, it has been reset to the 7 digit GCFA number for the local church.

BEFORE COMPLETING ANY FORMS, ENTER THE CLERGYPERSON'S NAME IN THE MINISTERIAL COMPENSATION REPORT AND ENTER NAMES or "X" IN THE SIGNATURE LINES. THIS WAY THE PASTOR'S NAME APPEARS ON THE UMPIP LIST.

UMPIP WORKSHEET

You should complete the new UMPIP worksheet first, unless you are less than full time and waiving pension benefits. **These figures will not transfer to the Compensation Report** However, they will help you determine the personal UMPIP contribution required for the additional 1% church matching contribution to CRSP.

- Select "Add New" and then enter the name of the pastor in the appropriate box.
- Enter on "Line 2 Compensation" your total salary prior to any salary reductions. This is Line 4 on the Compensation Report. Again, this is your total salary BEFORE you take any deductions.
- Enter the appropriate housing exclusion and/or allowance amounts OR select parsonage in the drop down box. Lines 5 and/or 6 only.
- You must complete lines 7-9 in order to save the UMPIP form.
- The UMPIP contribution amount you plan to make will be entered on Line 10 of the Compensation Report if it is before-tax, Line 17 if is Roth and Line 18 if it is after-tax.

- The UMPIP worksheet must be completed in order for the conference office to accurately report to Wespath whether you are making a before-tax, after-tax, or Roth contribution.

COMPENSATION REPORT

Now you complete the Ministerial Compensation Report. Totals are calculated automatically.

- Manually enter all the appropriate figures. **See "Clergy Compensation Package Instructions" for detailed instructions on each line item.**
- Use the "tab" button to move through the page.
- Select the appropriate box for parsonage or housing. This automatically calculates your housing portion of the CRSP Defined Contribution.
- In Part 3, be sure to select the correct appointment percentage, retired or TBS. If pastor is waiving pension, first click on percentage of appointment, then click on waive pension.
- Part 4 is a single amount. See instructions.
- Part 5 is optional.
- **Entry of the names of the clergyperson, the SPR Chair and the treasurer at the bottom of the report is required in order to save the report.**

Line "X" Total Pastoral Cost to Church is the total of all compensation plus benefits the church will pay on behalf of their clergy.

You must select the save button at the bottom of the compensation report and you are also able to print the report for your records if you so choose.

Use the back arrow key to return to the home page in order to repeat this process for additional pastors' compensation.

For those churches that are part of a multi-point charge, the District Office will compile the individual church reports to create a combined report.

Be sure your data is correct. Once the District Superintendent has signed the report, only the District Office can make changes.

LEADERSHIP ROSTER

The Leadership Roster should be completed along with the other charge conference materials.

1) Click on the Roster tab from the top menu bar on the home page.

2) The leadership positions will appear with the most recent entered data. Clicking on "Update" in each position will allow changes/corrections to the data. When complete, select the "Save" button and an updated date will appear by that position.

3) **Even if there is no change to the data, you should select "Update" for each position so that the current date appears**. As changes to these positions occur throughout the year, the data can be entered and a new date will be visible.

4) Use the back arrow key to go back to the Home page.

NORTH TEXAS CONFERENCE

2021 Clergy Compensation Package Instructions

Found on https://ntc.umconline.org/index.php.

General Instructions:
This form is used by the charge conference for officially setting the salary of appointed pastors and determining the Clergy Benefit that the conference will bill. Also, this form can be of real benefit in providing documentation required by the IRS. Remember, this form must be adopted at Charge Conference and can only be changed later by Charge Conference Action.

- All amounts are to be **ANNUAL** (not monthly) amounts regardless of the date of the appointment.
- Be sure all signatures are obtained before submitting the form to the District Superintendent at charge conference.
- All payments to or on behalf of the clergy must be included on this form; ie: church paid utilities, insurance contributions, annual conference meeting reimbursements etc.

PART 1 GENERAL INFORMATION-TOP OF FORM

All blanks must be properly completed.
Use drop down "Month Compensation Effective" to indicate effective month of this compensation.

PART 2 - COMPENSATION INFORMATION BY LINE NUMBER

A. Base Compensation

1. This is the cash salary before any reductions are taken. If you are clergy by tax law definition and not retired, an amount must be entered on this line. You must have a minimum cash salary of 4% of plan compensation for full time clergy and 5.75% for less than full time clergy in order to fund your pension defined contribution benefit.

2. Equitable compensation and new church salary is a grant to the local church. **Check with your DS for the correct amount** to enter here, if any. The amount is included on the W-2 form.

3. Non Accountable Plan Allowances are salary type elements that are for your business expenses. **This amount is to be paid equally to the pastor without documentation.** These amounts **are reported** in Box 1 of your W-2 form. You must take deductions on your tax return for the actual expense you paid. If the pastor accounts to the church treasurer for the expenses, then you must use a reimbursement plan in Part 4 below.

4. Total Compensation

B. Housing

There are two types of Housing allowances. **Both should be paid in equal amounts throughout the year.** Clergy are required to account for these funds to the IRS.

5. Please mark "yes" if you live in a parsonage or "no" if you do not live in a parsonage. If "No", then enter the amount of Housing Allowance on Line 5 representing funds paid to the pastor by the church to provide a home when the pastor does not live in a UM parsonage.

6. Utilities and other allowable housing related expenses are acceptable whether the home is provided by the church or pastor. These amounts can be changed for future months-not prior months. Be sure you submit any changes on this form to your district office. This amount should be entered in Box 14 of the W-2 Form and marked as Clergy housing.

7. If the church pays the utilities for the parsonage DIRECTLY, then list the amount here. This is for UM parsonages only.

8. Total Housing which is lines 5-7 combined.

9. **TOTAL COMPENSATION** is the sum of lines 4 and 8 and is the Pension Plan Compensation, the number from which the pension's Defined Contribution is determined. This is **BEFORE** any before-tax, HealthFlex related expenses, after-tax, and Roth contributions are deducted.

Before-Tax Salary Reductions

10. If you are making a **BEFORE-TAX** contribution to UMPIP, it is entered on Line 10. **Full time clergy must contribute up to 1%** of "pension plan compensation" to UMPIP to receive the conference equivalent match of up to 1%. "Pension Plan compensation" is Line 9. This contribution may be either before-tax, Roth, or after-tax. Complete the UMPIP worksheet as a guideline to help determine the amount of personal contribution necessary to receive the matching contribution from the church. UMPIP contribution amount will **not** transfer automatically to the compensation report. **Please do not report cents – round figures up to the next whole dollar.** Roth contributions are reported on Line 17 and after-tax contributions are reported on line 18.

11. **Participant HealthFlex premium. Only North Texas Conference HealthFlex plan contributions** can be listed on this line according to the Affordable Care (ACA). As a salary reduction, premium overages, vision and dental elections are listed here and are billed to and remitted by the local church/salary paying entity. **(If you are filling out this Compensation Report prior to Open Enrollment, either leave it blank or put in what you are currently contributing; and THEN contact your district office to change the form after open enrollment. This will not affect your Total Compensation, just the "Cash Salary After Reductions", line 20.)**

12. **Conference Spouse/Family HealthFlex premiums**. The North Texas Conference does not fund spouse and family health insurance coverage. Enter the premium amount for dependent coverage if the appointed clergy chooses to cover his/her spouse and/or eligible family members and pay the premiums as a salary reduction.

13. This is an annual election on January 1, 2021 for the Flexible Spending Account (FSA). It will carry over to any appointment change. To enter any amount on this line, the Affordable Care Act (ACA) requires that Clergy must be eligible to participate in the Conference provided group health insurance plan, HealthFlex. If an amount is entered on this line, the administration of the plan must be through the conference benefits office.

14. The Dependent Care Flexible Spending Account is an annual election for child care or dependent adult care up the maximum levels as provided by IRS guidance. It will carry over to any appointment change. If an amount is entered on this line, the administration of the plan must be through the conference benefits office.

15. The HSA level of participation is governed by the high deductible plan in which the participant enrolls. It will carry over to any appointment change. If an amount is entered on this line, the administration of the plan must be through the conference benefits office.

16. Total Before-Tax Salary Reductions. (Add lines 10-15.)

After-Tax Salary Reductions

17. **Optional Roth after-tax UMPIP contribution**. **Full time clergy must contribute up to 1%** of "plan compensation" to UMPIP to receive the conference equivalent match of up to 1%. "Plan compensation" is Line 9. This contribution may be either before-tax, Roth, or after-tax. Complete the UMPIP worksheet as a guideline to help determine the amount of personal contribution necessary to receive the matching contribution from the church. The Roth UMPIP contribution amount will **not** transfer automatically to the compensation report. **Please do not report cents – round figures up to the next whole dollar.**

18. **Optional After-tax UMPIP contribution**. **Full time clergy must contribute up to 1%** of "plan compensation" to UMPIP to receive the conference equivalent match of up to 1%. "Plan compensation" is Line 9. This contribution may be either before-tax, Roth, or after-tax. Complete the UMPIP worksheet as a guideline to help determine the amount of personal contribution necessary to receive the matching contribution from the church. The after-tax UMPIP contribution amount will **not** transfer automatically to the compensation report. **Please do not report cents – round figures up to the next whole dollar.**

19. Total After-Tax Salary Reductions (Add lines 17-18.)

20. Cash Salary after Reductions (Line 4 minus line 16 and 19.) This amount should be what the church pays for the pastor's cash salary after all the reductions.

PART 3 - REQUIRED BENEFITS

- Line C - CRSP Pension must be paid by the local church for all full-time appointed elders, deacons, local pastors and probationary members. In addition, pension should be paid by the local church for local pastors or elders appointed at least one-half time; however, less than full-time appointees have the option to waive participation in the pension plan. The appointee must have notarized signatures on an original waiver form which must be mailed to the conference office within 30 days of effective date. The amount of the 2020 pension premium is $5,814 plus 3% of pension plan compensation. Pension Plan Compensation is comprised of total compensation (line 9). If a parsonage is provided, the value of the housing to be added to base compensation is 1.25 times line 9.

- Line D - Appointee's health insurance premium must be paid by the local church for all full-time appointed elders, deacons, probationary members and full-time local pastors. Part-time and student local pastors are not eligible for conference insurance. The 2021 premium amount is $10,860 for single coverage.

PART 4 - EMPLOYER REIMBURSABLE EXPENSE LIMIT

21. This is the block where you will enter the amount budgeted annually by the church for employee business expenses. There must be a plan adopted by the Board or charge conference ***prior to payment of the first check***. The pastor must submit their receipts to the church for these reimbursed expenses within 60 days of incurring the expense. These amounts **shall not** be included on the W-2 form. ***Any amount not used cannot be legally paid to the pastor.***

PART 5 – OPTIONAL CHURCH BENEFITS

The following two items which may be provided by some churches are totally optional.

22. Automobile provided by local church including insurance and maintenance.

23. Dependents HealthFlex insurance premiums paid by the local church.

PART 6 – SIGNATURES

Signatures (typed name) and dates are required by the Clergyperson, Staff/Pastor-Parish Relations Chair, and Church Treasurer **to submit the form for District review**. Once the District Superintendent's name has been entered on the form no further changes to the form can be made without contacting the District Office.

Note: Comprehensive tax information can be found on the General Council on Finance and Administration website at www.gcfa.org in the Clergy Tax Guide.