Email Template 1  
To encourage your administrators who already have access to the ER to begin using it

Dear [NAME],

You may recall that I once assigned you access as a Senior Officer to the Church Pension Group’s (CPG) Employee Roster (ER). It’s the web-based application they designed to make it easier for you to access, update, and manage your [congregation’s/institution’s] demographic and employee information.

The good news is that the ER has been updated and improved, so please begin using it again. Not only does it eliminate the need to send CPG most paper forms, it enables you to do the following in one convenient online location:

* Manage employee information (clergy data will be reflected in The Episcopal Clerical Directory)
* Maintain an up-to-date listing of current employees
* Enroll eligible employees in pension plans
* Update compensation
* Maintain your institution’s demographic information and description (the Church address and phone number, congregation size, and clergy you list in the ER will be reflected in The Red Book).

Need a refresher on how to use the ER? I suggest listening to the ER webinar or downloading the ER User Guide, both of which can be found on CPG’s Administrators' Resource Center [(ARC)](https://www.cpg.org/administrators/resources/arc/news-updates/the-employee-roster/).

If you have any technical questions about the ER, contact CPG’s Client Services Team at (855) 594-2201, Monday–Friday, 8:30AM–8:00PM ET (excluding holidays) or [admin-assist@cpg.org](mailto:admin-assist@cpg.org).

Feel free to call me if you have any questions, and thank you very much.

[SIGN OFF]