Email Template 3

To ask who at a congregation or institution should be assigned as the Senior Officer

Dear [Name],

The Church Pension Group (CPG) has designed a web-based application that makes it easier to access, update, and manage your [congregation’s/institution’s] demographic and employee information. It’s called the Employee Roster (ER).

Along with eliminating the need to send CPG most paper forms, the ER allows 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).

The person primarily responsible for accessing the ER is called the Senior Officer. This should be the person at your [congregation/institution] who currently maintains confidential employee information, adds new employees, updates existing records, and communicates pension enrollment and compensation information to CPG.

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/).

Please email me that person’s name and I will assign him or her access. Thanks in advance for your help, and feel free to call me if you have any questions.

[SIGN OFF]