

### Section 1 – Employee Information

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Legal Name:

First

MI

Last

Mailing Address

City

State

Zip

Social Security # (last 4 digits)

Date of Birth

Canonical Residence

### Section 2 – Employment Information

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#### Your Position

Please attach a description of your duties and responsibilities for the position at a non-participating organization. If you have more than one new source of employment, complete a separate form and description of your duties for each employer. You must also include a letter from the Ecclesiastical Authority of the diocese in which you are canonically resident providing an explanation of how your work constitutes ministry in pastoral, educational or social work; will not be secular work; and how it will advance the mission of the Episcopal Church and not violate the Constitution and Canons of the Episcopal Church.

#### Employer Information

Employer Name

Mailing/Billing Address

City

State

Zip

Phone

Employee's Title

Is this position expected to last five or more months?

Effective Date of Extension of Ministry

Yes  No

### Section 3 – Compensation

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Other than a one-time payment, list all amounts on an **annual basis**. See [www.cpg.org](http://www.cpg.org) for details.

\$ \_\_\_\_\_  
Base salary (excluding housing) and  
scheduled taxable cash payments

\$ \_\_\_\_\_  
Cash housing allowance and/or  
utilities

Employer-provided housing?

Yes  No

(Check Yes if employer provides physical  
housing for the employee)

\$ \_\_\_\_\_  
Employer contributions to a qualified or  
non-qualified plan

\$ \_\_\_\_\_  
One-time payments

Send assessment bills to:

You

Employer

Section 4—Certifications & Signatures

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Bishop's Certification & Signature

Applicant's Canonical Residence \_\_\_\_\_

In my judgment, the duties the Reverend \_\_\_\_\_ is undertaking at \_\_\_\_\_ constitute ministry in pastoral, educational or social work; are not secular work; and advance the mission of, and do not violate the Constitution and Canons of, the Episcopal Church.

Bishop's Signature \_\_\_\_\_ Date \_\_\_\_\_

*If applicable, complete the following section if your canonical residence is different from the diocese in which you are exercising your ministry.*

Applicant's Geographic Diocese (Diocese applicant works in) \_\_\_\_\_

I certify that I am aware of and in agreement with the duties the Reverend \_\_\_\_\_ is undertaking at \_\_\_\_\_ which is within the geographic jurisdiction of my diocese.

Bishop's Signature \_\_\_\_\_ Date \_\_\_\_\_

Your Signature

Signature \_\_\_\_\_ Date \_\_\_\_\_

Submit the completed and signed form to:

The Church Pension Fund, 19 East 34th Street, New York, NY 10016, Attn: Benefits Policy or email to [benefits@cpf.org](mailto:benefits@cpf.org). If you have any questions, call us at (866) 802-6333, Monday – Friday, 8:30AM – 8:00PM ET (excluding holidays).

ID Number (for CPF use) \_\_\_\_\_ CPF Approval (for CPF use) \_\_\_\_\_

### Use this form to:

- Apply for an Extension of Ministry (EOM) if you are employed by an organization that does not participate in The Church Pension Fund Clergy Pension Plan (Non-Participating Organizations) and your work is pastoral, educational or social work that meets the three-pronged test below.

### Who should complete the form:

- Clergy who are applying for an EOM
- Canonical Bishop or geographical Bishop must sign the application and submit any requested information

### EOM Test

In order to meet the “pastoral, educational, or social work” requirement of the EOM, you must satisfy the following three-pronged test:

1. You must be employed by the organization for which the services are performed.
2. You must engage in pastoral, educational, or social work that satisfies both of the following factors:
  - i. The mission of your employer advances one or more of the five marks of mission of the Episcopal Church,<sup>1</sup> and
  - ii. Your employment advances one or more of your ordination vows and/or promises.<sup>2</sup>

AND

3. You must satisfy at least one of the following factors:
  - i. Your employer provides goods or services primarily to religious entities and/or their members, or
  - ii. You are required to perform sacramental, liturgical, chaplaincy, or spiritual counseling duties as part of your employment, or
  - iii. You teach biblical studies, theology, or Episcopal polity as part of your employment.

### Please note

- Clergy who are self-employed will not qualify for an EOM.
- You must report all compensation earned for this work and will be required to provide support for the compensation reported on this form (e.g., Form W-2). See [www.cpg.org](http://www.cpg.org) for details.
- Applications will be approved for periods no longer than two years. A new application must be submitted prior to the expiration of the two-year approval period. There is no limit on the total number of approval periods that may be granted to a cleric.
- If an application is submitted for a retroactive period, no Credited Service may be earned unless the required interest on the late assessment is paid.
- If assessments are paid by you with after-tax dollars, a portion of the pension benefit paid to you during retirement may not be taxable. You should maintain records of any assessments paid with after-tax dollars and provide this information to your tax advisor at retirement.

Contact CPF at (866) 802-6333, Monday – Friday, 8:30AM – 8:00PM ET (excluding holidays) or go to [www.cpg.org](http://www.cpg.org) for more information.

*Please note that this document is provided to you for informational purposes only and should not be viewed as investment, tax or other advice. In the event of a conflict between the information in this document and the official plan document, the plan document will govern. The Church Pension Fund and its affiliates retain the right to amend, terminate, or modify the terms of any benefit plans described in this document at any time, without notice and for any reason.*

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<sup>1</sup> These are: (1) to proclaim the Good News of the Kingdom; (2) to teach, baptize, and nurture new believers; (3) to respond to human need by loving service; (4) to seek to transform unjust structures of society, to challenge violence of every kind and to pursue peace and reconciliation; and (5) to strive

<sup>2</sup> Such vows and promises are found in *The Book of Common Prayer* (pp. 513, 517-18 for bishops; pp. 526, 531-32 for priests; pp. 538, 543-44 for deacons).