

Extension of Ministry Application

Section 1: Employee Information

Legal Name
 First _____ MI _____ Last _____

Mailing Address
 Street _____

City _____ State _____ ZIP _____

Social Security # (last 4 digits) _____ Date of Birth _____

Canonical Residence _____

Section 2: Employment Information

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
 Street _____

City _____ State _____ ZIP _____

Phone _____

Employee's Title _____ Is this position expected to last five or more months? Yes No

Section 3: Compensation

Other than a one-time payment, list all amounts on an **annual basis**. See 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 Employee

Section 4: Certifications & Signatures

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. 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) _____

Extension of Ministry Application Instructions

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, and
 - ii. Your employment advances one or more of your ordination vows and/or promises.

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 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 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.

¹These 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 to safeguard the integrity of creation and sustain and renew the life of the earth.

²Such 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).