

Clergyperson/Lay Employee/Dependent: Death Checklist

Clergyperson/Lay employee or dependent name: _____ Date of death: _____

Employer name: _____ City: _____

This checklist provides general directions for when a clergyperson or lay employee or dependent passes away.

Use this table to track progress on benefit enrollments and changes.

Plan/Products	
Group Medical Coverage*	<ul style="list-style-type: none"> The only action that needs to be taken is for the Institution or Diocese administrator to terminate employment due to death in MAP. Upon termination of employment, enrollment in all employee benefits automatically ends. CPG will contact the named beneficiaries within 12 business days of death notification. CPG designates a Benefits Outreach Coordinator (BOC), who serves as a liaison between the beneficiaries/dependents and different departments at CPG. The BOC will send a Claims Benefit package to the designated beneficiary/dependent with all necessary information and forms.
Group Dental Coverage	
Group Life Insurance	
Disability Coverage	
Short-Term Disability	
Long-Term Disability	
The Church Pension Fund Clergy Pension Plan (Clergy Pension Plan)	
The Episcopal Church Retirement Savings Plan (RSVP)	
The Episcopal Church Lay Employees' Retirement Plan (Lay DC Plan)	
The Episcopal Church Lay Employees' Defined Benefit Retirement Plan (Lay DB Plan) and The Episcopal Church Lay Employees' Death Benefit Plan (Lay Death Benefit Plan)	
Other employee products	
Supplemental Group Life Insurance	
Annuities	
Individual Life Insurance	

*Medical Coverage generally includes Prescription Drugs, Vision, Employee Assistance Program and Health Advocate.

Individual life insurance is offered through Church Life Insurance Corporation ("Church Life") and underwritten by Protective Life and Annuity Insurance Company ("Protective Life"), NAIC No. 88536, which is located in Birmingham, Alabama. Product availability and features may vary by state. Protective Life has sole responsibility for all financial obligations in connection with its products. Neither Church Life nor any of its affiliates has any responsibility or liability whatsoever for the obligations of Protective Life. Neither Church Life nor any of its affiliates is affiliated with Protective Life.

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