

2025 Handbook

for

Church Treasurers

Produced by



**CANADIAN BAPTISTS
OF ATLANTIC CANADA**

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FOREWORD

This handbook was prepared to assist all those in the church responsible for handling money and recording and monitoring its usage. It is intended that this handbook, along with other relevant information, will be posted on our website at - <https://atlanticbaptist.ca/departments/finance/>

Should you have any suggestions as to the type of information you would like to see included in future issues, please write to:

Office of the Director of Finance
Canadian Baptists of Atlantic Canada
PO Box 6003, Moncton, NB E1C 0V7

The information provided is not exhaustive. Several publications are available from the Canadian Centre for Christian Charities to assist Churches. We recommend churches become affiliate members to access the many available resources.

The **Charities Handbook** (20th Edition) addresses issues routinely faced by fundraisers, boards, and financial record keepers. Affiliate members receive one free copy. The cost for non-members is \$75.00 for the E-book.

<https://www.cccc.org/store>

CCCC Bulletin Subscription provided free of charge to members - \$45.00 for non-members.

http://www.cccc.org/cart/view_item/bulletin_subscription

The Church at Work by John Pellowe, \$25.00 for members - \$30 for non-members. E-book - \$9.99

http://www.cccc.org/cart/view_item/church_at_work_book

Serving as a Board Member – DVD set. The cost for is \$59 for members - \$89 for non-members

http://www.cccc.org/cart/view_item/dvd_board

Serving as a Board Member – Hardcopy \$17 for members - \$19 for non-members. E-book \$9.99

Online video version \$49 - \$79 for non-members

http://www.cccc.org/cart/view_item/serving_as_a_board_member

Affiliate members are given access to many online webinars, a fillable T3010 form, opportunity to speak and correspond with their team of experts, etc.

For further details, contact the Canadian Centre of Christian Charities, 1-43 Howard Avenue, Elmira, ON N3B 2C9 Phone: 519-669-5137 Email: mail@ccc.org

Our 2028 CBAC strategic vision is "Overflowing with Hope."

Every CBAC would be a fountain of hope in its community. The CBAC team would support every church and pastor in being an effective fountain of hope through:

1. Calling hope-filled leaders.
2. Hope-filled connections for coaching and care.
3. Hope-filled conversations for the future.
4. Hope-filled organizational renewal.

“May the God of hope fill you with all joy and peace as you trust in him, so that you may overflow with hope by the power of the Holy Spirit.” Romans 15:13 <https://atlanticbaptist.ca/news/cbac-news/strategic-vision-2024-2028/>

2024-2025 CBAC BUDGET

	2024-2025 Approved Budget	2024 Approved Budget
Acadia Divinity College	50,000	50,000
Association Mission Projects	50,000	50,000
Atlantic Baptist Mission Board	190,148	203,223
Baptist Historical Committee	15,500	15,500
Canadian Baptist Ministries	50,000	50,000
Crandall University	50,000	50,000
Union of French Baptist Churches	-	
Administration	197,798	161,969
Sozo Centre for soul care	123,005	141,083
Communications	113,950	109,561
Council & Committees	79,100	76,250
Executive Minister's Dept	159,276	207,347
Intercultural Ministries	40,794	49,589
Connections	87,459	161,667
Leadership Development	263,325	263,476
Future Church	129,750	159,209
Justice & Advocacy	33,868	27,097
National Convener	8,000	7,000
Youth and Family Ministries	190,341	198,757
Oasis	12,050	
	\$1,844,364	\$1,9817,728

Please encourage your church to tithe 10% of its total revenue to our **CBAC** Fund to help achieve our collective ministry goals in Atlantic Canada.

PENSION AND BENEFITS BOARD

What does the Pension and Benefits Board do? They provide services to staff of our CBAC churches, CBAC office, faculty and staff of Acadia Divinity College and Crandall University, and to the staff of the Atlantic Baptist Foundation by offering the following:

Canadian Baptist Pension Plan:

- works on a national level to ensure good services are provided to the participants;
- selects and reviews the performance of fund managers;
- develops/reviews investment policies;
- selects and reviews the performance of record keepers;
- provides Plan members with resources to assist with investment decision-making and retirement planning;
- provides Financial Planning Seminars offered at no cost to Plan members and their spouses, regardless of age.

Provision of Various Insurance and Health Plans:

- Basic insurance;
- Dependent life insurance;
- Accidental death and dismemberment insurance;
- Long term disability insurance;
- Employee & Family Assistance Program (EFAP)
- Medical Dental coverage;
 - Teladoc Medical Experts
 - Consult + Virtual Health Care
 - Travel Assistance
- Optional critical illness Insurance
- Optional life insurance
- Optional accidental death & dismemberment insurance

Supplemental Pension Benefits:

- Monthly supplements for those in financial need;
- Life insurance premiums paid for retired ministry staff;
- Subsidy given to ministry staff or their widows/widowers residing in housing units/apartments owned by Atlantic Baptist Housing;
- Medical Dental premiums paid for those receiving LTD benefits

CANADIAN BAPTIST PENSION & SAVINGS PLANS

The **Canadian Baptist Pension Plan (CBPP)** is a Defined Contribution (DC) pension plan. This means the contributions are fixed, and the benefits at retirement will vary based on the performance of the investments and the account balance at retirement. The Fund Manager is Fidelity Investments, and the Record Keeper is Canada Life.

PLEASE NOTE: Employers MUST offer Plan participation when employees become eligible.

Eligibility

Any **permanent employee** is eligible to enroll in the Canadian Baptist Pension Plan, provided he/she has not attained the age of 71 years at the time of making application or enrolled in any other Group Pension Plan and meets the minimum requirement for provincial legislation:

- *Nova Scotia & PEI – work a minimum of 700 hours per year*
- *New Brunswick & Newfoundland – earn a minimum of 35% of Yearly Maximum Pensionable Earnings (YMPE)*

Please note: Employees become permanent once their probationary period has been completed. Enrolment effective date would be Date of Hire or after probationary period is completed. The plan is voluntary for the members, but once joined, the membership cannot be terminated or funds removed while employed by a participating employer.

Basic Contributions & Employer Matching

Each member will contribute, by payroll deduction, 6% of earnings and the employer will contribute an equal amount on his/her behalf (6%).

Pension payroll deductions and matched contributions must be forwarded **monthly** as soon after the end of each month as possible, to reach the offices of Canada Life on or before the 10th day of the following month. Employers are encouraged to set up pre-authorized debits on their bank accounts to ensure timely remittance of contributions. ***These pre-authorized debits will not be “automatically” deducted, as monthly authorization by the church treasurer is required for the amount to be deducted.*** There is a separate Treasurers Guide to help understand the process for pension remittances to Canada Life, the pension record keeper.

Additional Voluntary Contributions

It is possible for the member to pay additional voluntary contributions, to the yearly maximum, as permitted under the provisions of the Income Tax Act for contributions to a Registered Retirement Plan. **This must be done through the members' payroll.**

RETIREMENT ASSISTANCE

Contact retire@cbbenefits.ca or Book a meeting online with a Canada Life Health and Wealth Consultant or call 1-844-545-0085.

PLEASE NOTE: The only portion of the Group Insurances that can be “put on hold” is the Medical/Dental **IF** there is proof of the employee’s spouse having group coverage through their employment. **This portion should still be included in the budget**, in the event the spouse was to lose their coverage, the employee’s coverage would commence immediately.

GROUP INSURANCES including MEDICAL COVERAGE

Eligibility

Any permanent employee working at least **20 hours per week** can be enrolled in the group insurances and medical/dental plan. If the employee is already enrolled in another group medical plan through their spouse's employment, this portion of the benefits may be **put on hold** when proof of insurance is provided, however the remaining insurances still apply. Churches should still budget for this cost. The effective enrolment date would be date of hire or once the probationary period is completed.

GROUP INSURANCES INCLUDE ALL OF THE FOLLOWING:

1. **BASIC LIFE INSURANCE** - Each member is insured for \$60,000, at a monthly cost of \$23.16. Once the member turns 65, the coverage reduces to \$5,000, at a cost of \$1.93 per month. It reduces again at age 70 to \$2,500 at a cost of \$.96 per month. When this premium is paid by the church, it represents a taxable benefit to the member and must be reported on the member's T4 slip.
2. **SPOUSAL & DEPENDENTS LIFE INSURANCE** - Under this coverage, the member's spouse is insured for \$20,000 and each dependent child for \$8,000, at a cost of \$5.17 monthly. When this premium is paid by the employer, it represents a taxable benefit to the member and must be reported in Box 14 and Box 40 of the T4 slip.
3. **ACCIDENTAL DEATH AND DISMEMBERMENT** - This coverage provides \$25,000 benefit in the event of the accidental death of the member. The monthly cost of \$0.43 is paid by the employer and is a taxable benefit to the member. It must be reported in Box 14 and Box 40 of the T4 slip.
4. **EMPLOYEE & FAMILY ASSISTANCE PROGRAM** - The EFAP service provides confidential counseling to members and their families. The monthly cost is \$3.15 and is paid by the employer.
5. **LONG-TERM DISABILITY INSURANCE** - This insurance provides a monthly benefit equal to 67% of the member's pre-disability income. This benefit begins 26 weeks after the member has been deemed to have become disabled. The premium is \$2.788 for every \$100.00 of benefit coverage. For example, if the member's total salary package is \$60,000, he/she would have benefit coverage of \$40,200 (67%), and the monthly premium would be \$93.40. The Long-Term Disability Insurance is contracted nationally with Canada Life as an employer-provided benefit. **As such, the employer is required to pay the full premium.**
6. **MEDICAL/DENTAL** - Premiums collected are placed in a resource pool from which all claims plus the administration costs are paid from. Future premiums are based upon claims experience. The monthly premiums, effective January 1, 2025, are as follows:

	Regular Plan With Dental	Retired With Dental Coverage No Drug Coverage	Retired Couple one with Drug Coverage one without Drug Coverage
Single Coverage	\$ 191.27	\$ 110.80	
Family	\$ 452.45	\$ 215.02	\$ 301.82

Each member is asked to use the plan wisely to keep costs down. Plan members who have their prescriptions filled at Costco will have 100% of their prescription covered with only a small dispensing fee of \$4.49. Regular maintenance medications can be mailed free of charge when you order a three month supply each time. Plan members do not need to hold a Costco membership to use their pharmacy.

ADMINISTRATION FEE - In addition to the insurance premiums charged above, the Pension and Benefits Board also charges an administration fee of \$6 per month (retirees pay \$3 per month) to help offset some of the operating costs.

SHORT-TERM DISABILITY

Short-Term disability is not part of our group insurance coverage. However, it is highly recommended the church establish a Supplemental Unemployment Benefits (SUB) Plan through Service Canada. This Plan will allow the church to top up the member's salary while receiving Employment Insurance sick leave benefits, for up to 26 weeks. The CBAC has a multi-employer SUB plan set up that your church could adopt by sending a letter of intent along with your church's payroll business number to karen.gunn@baptist-atlantic.ca. This should be done prior to your employee becoming ill as it must be in place before you can start paying the employee the top up.

If there is any possibility the disability could become severe and prolonged the member needs to apply as soon as possible for Long Term Disability through Karen Gunn, Pension and Benefits Manager, and for the Canada Pension Plan disability pension. These benefits would be eligible to commence 26 weeks after the member is deemed to have become disabled.

OPTIONAL COVERAGES

PLEASE NOTE: These costs are eligible to employees already enrolled in the group insurances and should be deducted from the employee's payroll. They are not automatically approved and subject to evidence of insurability. Contact karen.gunn@baptist-atlantic.ca to apply for these optional coverages.

OPTIONAL LIFE INSURANCE

Members are encouraged to purchase additional coverage for themselves and/or their spouse. As this is optional, any premiums should be deducted from the member's payroll. The monthly rates for each unit of \$25,000 coverage are as follows:

<u>Age</u>	<u>Male</u>	<u>Female</u>
Under 29	\$0.75	\$0.75
30 to 34	1.00	0.75
35 -- 39	1.25	1.00
40 -- 44	2.25	1.50
45 -- 49	3.75	2.50
50 -- 54	6.50	4.50
55 -- 59	10.25	7.00
60 -- 64	15.00	10.25

OPTIONAL LIFE CHILD

Monthly rate per unit is \$0.31 and available in units of \$2,000 to a maximum of \$20,000 or 10 units

OPTIONAL AD&D INSURANCE

Coverage available in units of \$10,000 to a maximum of \$250,000 or 25 units.

- Member only rate \$0.20 per unit
- Family rate \$0.30 per unit

OPTIONAL CRITICAL ILLNESS COVERAGE - Optional Critical Illness insurance provides a lump-sum benefit if a person is diagnosed with a critical illness. Coverage is available in units of \$10,000, to a maximum of \$250,000. This coverage is available to members and spouses.

Optional Critical Illness (ENHANCED Coverage Only)					
Basic Monthly Rates per \$1000					
	<u>Male</u>	<u>Female</u>		<u>Male</u>	<u>Female</u>
20	0.05	0.05	43	0.30	0.31
21	0.06	0.05	44	0.32	0.33
22	0.06	0.06	45	0.35	0.36
23	0.06	0.06	46	0.38	0.38
24	0.07	0.06	47	0.41	0.41
25	0.07	0.07	48	0.45	0.43
26	0.08	0.07	49	0.49	0.46
27	0.08	0.08	50	0.54	0.49
28	0.09	0.09	51	0.60	0.53
29	0.09	0.09	52	0.66	0.57
30	0.10	0.10	53	0.74	0.62
31	0.11	0.11	54	0.82	0.67
32	0.12	0.12	55	0.93	0.73
33	0.13	0.13	56	1.05	0.79
34	0.15	0.15	57	1.18	0.86
35	0.16	0.16	58	1.31	0.95
36	0.17	0.17	59	1.45	1.03
37	0.19	0.19	60	1.61	1.11
38	0.21	0.20	61	1.78	1.20
39	0.22	0.22	62	1.95	1.31
40	0.24	0.24	63	2.19	1.44
41	0.26	0.26	64	2.43	1.57
42	0.27	0.28			

PASTOR'S SALARY RECOMMENDATIONS

The following are minimum salary guidelines, intended to assist a church in setting the salary package of a Pastor who is the sole employee of one or more congregations. More compensation should be considered for a multi-staff church and a church in an inflated cost of living area. For multi-point charges, the total church budgets should be used.

Step 1	Base Salary	<u>\$45,000</u>																														
Step 2	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%; text-align: center;">Budget</th> <th style="width: 20%; text-align: center;">% Added to Base Salary</th> <th style="width: 40%; text-align: center;">\$</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">\$0 - \$59,999</td> <td style="text-align: center;">0%</td> <td style="text-align: right;">0</td> </tr> <tr> <td style="text-align: center;">\$60,000 - \$99,999</td> <td style="text-align: center;">5%</td> <td style="text-align: right;">2,250</td> </tr> <tr> <td style="text-align: center;">\$100,000 - \$149,999</td> <td style="text-align: center;">7.50%</td> <td style="text-align: right;">3,375</td> </tr> <tr> <td style="text-align: center;">\$150,000 - \$249,999</td> <td style="text-align: center;">10%</td> <td style="text-align: right;">4,500</td> </tr> <tr> <td style="text-align: center;">\$250,000 - \$299,999</td> <td style="text-align: center;">15%</td> <td style="text-align: right;">6,750</td> </tr> <tr> <td style="text-align: center;">\$300,000 - \$349,999</td> <td style="text-align: center;">20%</td> <td style="text-align: right;">9,000</td> </tr> <tr> <td style="text-align: center;">\$350,000 - \$399,999</td> <td style="text-align: center;">25%</td> <td style="text-align: right;">11,250</td> </tr> <tr> <td style="text-align: center;">\$400,000 and above</td> <td style="text-align: center;">30%</td> <td style="text-align: right;">13,500</td> </tr> <tr> <td colspan="2"></td> <td style="text-align: right;"><u>\$2,250</u></td> </tr> </tbody> </table>	Budget	% Added to Base Salary	\$	\$0 - \$59,999	0%	0	\$60,000 - \$99,999	5%	2,250	\$100,000 - \$149,999	7.50%	3,375	\$150,000 - \$249,999	10%	4,500	\$250,000 - \$299,999	15%	6,750	\$300,000 - \$349,999	20%	9,000	\$350,000 - \$399,999	25%	11,250	\$400,000 and above	30%	13,500			<u>\$2,250</u>	
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Sub Total		<u>\$54,000</u>																														
Add value of housing and utilities		<u>\$6,000</u>																														
TOTAL MINIMUM SALARY PACKAGE		<u><u>\$60,000</u></u>																														

In addition to the above, a minimum of 2.5% should be added to the Minister's total salary package on the completion of a major educational program, such as a Doctor of Ministry degree.

Churches may be paying less than the amount indicated by the table. Attempts should be made to increase the Minister's compensation package as the church is able to do so.

In some cases, churches may be paying a salary package which exceeds the minimum recommended by the table. In each situation, there can be various circumstances which will justify paying the Minister a higher figure.

When a pulpit committee is prayerfully considering the calling of a new Pastor, its task must be to first determine if a candidate possesses the gifts needed to do the ministry. The negotiation of a salary package should always be secondary.

It is recommended to provide the full employment costs to all employees yearly to help educate them on their full employment benefits.

EXAMPLE OF A PASTOR'S SALARY PACKAGE

Basic Salary		54,000
Housing*		6,000
Total Salary Package		60,000
Amount Deducted for Pension – 6% of total salary		3,600
Life Insurance Premiums paid by the Church		345.12
- Basic	277.92	
- Dependent	62.04	
- AD&D	5.16	
Amount subject to income tax deductions		40,745.12
- Total salary		
- Less: clergy residence deduction (assumes receipt of completed and approved T1213)	(16,000.00)	
- Less: pension deduction (employee portion only)	(3,600.00)	
- Add: insurance benefit (as per above)	345.12	
Amount subject to EI premiums (max EI contributions in 2024)		60,000
Amount subject to CPP premiums (max for 2024 is \$81,100)		40,845.12
- Total salary		
- Less: clergy residence deduction	(16,000.00)	
- Less: personal exemption	(3,500.00)	
- Add: insurance benefit (as per above)	345.12	

PLEASE NOTE: The CRA tax tables consider the annual \$3,500 personal exemption.

* Example only. Actual clergy residence deduction is determined by assessed value of home, plus utilities.

CANADIAN BAPTIST PENSION PLAN

The church contributes 6% of the Pastor's total salary package, with the Pastor paying 6% by payroll deduction. Included in the total salary package is the fair rental value of the parsonage plus utilities, or the amount of the housing allowance.

INSURANCES

Basic & Dependent Life, Accidental Death and Dismemberment, Long-Term Disability Insurances, Medical/Dental Plan and EFAP are provided through the Pension and Benefits Board to each member employed for at least twenty (20) hours per week, the cost of which is invoiced to churches. It is recommended the church pay at least 50% of the Medical/Dental Plan and 100% of the life insurances as a benefit for the members. The church is required to pay 100% of the Long-Term Disability premiums, EFAP, and Admin Fee. See pages 8-9 for further information.

HOME OWNERSHIP SAVINGS PLAN

Where the Pastor is provided with a parsonage, it is recommended that, in addition to the above-mentioned salary package, a minimum of 2% of his/her salary package be contributed into an RRSP in his/her name. The intention would be that these funds would eventually be used to pay the down payment toward the purchase of a home.

VACATION

The church is to provide for an annual vacation with pay for a recommended minimum of four weeks, including appropriate Sundays, provided the Pastor has been employed there for a minimum of one year. Should the church permit vacation to be used before one full year of employment, it should be prorated for the number of months employed.

CBAC ASSEMBLY ALLOWANCE (OASIS)

It is recommended the church fully reimburse the Pastor for all costs to attend the annual CBAC Assembly, known as 'Oasis.'

CONTINUING EDUCATION

It is recommended the church allow for continuing education annually through:

1. up to 10 days, in addition to annual vacation;
2. \$500 tuition and/or books;
3. both could be accumulated.

SABBATICAL

In ministry situations where the Pastor has given many years of service and his/her ministry has resulted in a healthy growing church, the church may wish to consider granting a sabbatical to encourage spiritual and physical renewal, academic study, and reflection, or to allow participation in a special ministry assignment resulting in significant personal growth. A well-designed sabbatical experience can result in increased ministry effectiveness in the future years.

COMPUTER ALLOWANCE

It is recommended that the church provide the Pastor with at least a basic monthly internet plan.

GIFTS

A gift (either in cash or in kind) to a Pastor is a benefit derived during or because of employment. A cash or near cash gift (which includes a gift card) of any amount is deemed by CRA to be a taxable benefit. A church may give numerous non-cash gifts to the Pastor provided the total value is less than \$500 annually.

Should a church follow the practice of collecting personal gifts from individual members of the congregation for the Pastor at Christmas time, and the amount is not to be included in the income or expenses of the church, and those members do not receive an official receipt for their gift, the amount would not need to be reported as part of the Pastor's income. Such gifts would not be given in recognition of pastoral services rendered by the Pastor, but in recognition of the personal relationship that develops between the Pastor and the church members. It is preferable that such gifts be given by the members directly to the Pastor.

SETTING SALARIES

Authority should be given to a committee of 3 or 4 to inquire into all the circumstances relating to church staff salaries and produce a recommendation to the designated Church Board on salary levels. The designated board can question the committee and discuss the recommendation, but when they have come to a decision, this should be reported to the church business meeting but should not be debated by that body.

The matters that should be considered when setting salaries are:

- the recommendations of CBAC for Pastors' salaries (refer to page 10 of this handbook)
- the hours of work;
- level of education and years of experience;
- comparable salaries in the community (similar education\experience);
- cost of living increase since the last raise.

CLERGY RESIDENCE DEDUCTION

A member of the clergy is permitted a deduction on their income tax for the fair rental of their accommodation. While this used to be referred to in Baptist circles as “Housing Allowance,” it is now more appropriately called Clergy Residence Deduction (CRD).

To qualify the pastor must meet both a status and a function test:

- Status – is a member of the clergy (ie. has been ordained or is in process, is a commissioned worker, or has been commissioned to a pastoral position by the local congregation)
- Function – oversees or ministering to a congregation or is engaged in full-time administrative service by appointment of the denomination

When the Church provides a parsonage

Where the housing (ie. A parsonage or apartment is provided by the church to the eligible employee, all amounts included in the employee’s income in respect of the housing provided may be deducted by the eligible employee. The church should obtain a “fair rental” appraisal from a qualified realtor every three to five years to ensure that the amount included in income is fair. Utilities (heat, light, water, and sewer) should be included in the fair rental value.

When the Pastor provides his/her own accommodation

Where housing is not provided, the eligible employee is entitled to claim the fair rental value of the principal residence or accommodation occupied, up to an amount not to exceed the employee’s remuneration for the year from qualifying sources.

Assuming a full year of employment, the deduction is as follows:

1. For eligible individuals whose gross remuneration from the qualifying employer, including all taxable allowances, is \$30,000 or less per annum, the claim is the lesser of:
 - a) \$10,000 or
 - b) the total of the fair rental value PLUS the cost of utilities.
2. For eligible individuals, whose gross remuneration from the qualifying employer, including all taxable allowances, is greater than \$30,000 per annum, the claim is the lesser of:
 - a) the fair rental value plus the cost of utilities or
 - b) one-third of gross remuneration.

Employer certification

The employer is required to certify, on a prescribed form, that the employee meets the “status” and “function” tests in respect of the employed activities for the eligible individual to claim the deduction. The form T1223 is available by download from the CRA website at <https://www.canada.ca/en/revenue-agency/services/forms-publications/forms/t1223.html>. Form T1223 is to be completed on an annual basis and needs to be sent with the Pastor’s income tax return. If the Pastor files his/her return electronically, the form does not have to be sent in but must be kept on file for audit purposes.

Withholding income tax deductions – For Pastors who provide their own accommodation

In most churches it has been customary practice not to withhold income tax on that portion of the salary which a Pastor intends to claim as the Clergy Residence Deduction (upon filing a T1223 with his/her personal income tax return). The Income Tax Act in fact indicates that pastors must apply to receive relief from income tax deductions at source (i.e., at the time payroll is processed). Application is made by the eligible individual with the completion of form T1213 – Request to Reduce Tax Deductions at Source which can be found on the CRA website at <https://www.canada.ca/en/revenue-agency/services/forms-publications/forms/t1213.html>.

Pastors will be required to include, with their T1213, a copy of Form T1223 and a copy of their job

description as supporting documents. It is recommended that the T1213 be completed at least 60 days before December 31st each year to receive permission for the following year. The reduction at source cannot occur until the employee has provided the approval letter from CRA indicating the amount of the residence deduction permitted to his/her employer.

If the Pastor chooses not to file a T1213 – Request to Reduce Tax Deductions at Source, the treasurer is required to deduct income tax on the Pastor's total salary and the Pastor can make a claim to receive the income tax back by way of the Form T1223 when completing his/her Income Tax Return.

In the case that the church provides accommodation, the church itself will determine the amount of the deduction, and the request does not need to be made to CRA.

CPP pensionable earnings

The amount to be claimed as Clergy Residence Deduction is not pensionable for CPP purposes.

Should the Pastor file a T1213 – Request for Tax Deductions at Source, the employer will have the information required to reduce the pensionable earnings.

Should the Pastor choose not to complete a T1213 “Request for Tax Deductions at Source”, he/she is required to inform the employer of the amount he/she intends to claim as the deduction at the time of filing a T1 Personal Income Tax Return in writing at the beginning of each calendar year. The employer will then reduce the pensionable earnings for this deduction.

Note: If subtracting the Clergy Residence Deduction amount from the Pastor's salary does not reduce it below the year's maximum pensionable earnings, as mandated by CRA, then the Clergy Residence Deduction will have no effect on the CPP premiums.

EI premiums

Since EI premiums are based upon the total salary package, there will be no reduction in those premiums for the Clergy Residence Deduction.

COMPLETING THE T4

The following information is given to help the Treasurer complete the T4 form for all church employees.

BOX 14 – EMPLOYMENT INCOME BEFORE DEDUCTIONS

- basic salary
- housing allowance or value of housing provided (including utilities)
- life insurance premiums paid by the church. For 2024, the premium for Basic Life was \$277.92, for Spousal and Dependents Life was \$58.56 and for AD&D was \$5.16. Do not include any part of the premium that was paid by the employee.
- RRSP contributions paid by the church for the employee (not RPP)

Do NOT include the following:

- car allowance if it is a true reimbursement
- education and book expenses if they are reimbursed
- employer contributions to the Canadian Baptist Pension Plan
- employer contributions to the Medical/Dental Plan, LTD Insurance or EFAP.

BOX 20 – REGISTERED PENSION PLAN CONTRIBUTIONS

Record the total amount of contributions, including voluntary contributions, which were deducted from the **Employee's** salary and remitted to his/her Canadian Baptist Pension Plan account. **Do not include the Employer's contributions (see box 52).**

BOX 24 – EI INSURABLE EARNINGS

Include all taxable income provided to the employee except for employer paid insurance premiums (see note below), to the maximum EI Insurable Earnings of \$63,200 in 2024 (\$65,700 in 2025).

BOX 26 – CPP INSURABLE EARNINGS

CPP is to be reduced for the clergy residence deduction when the individual claiming the deduction notifies the treasurer, in writing, of the amount being claimed. The maximum pensionable earnings for 2024 are \$81,100 (\$81,200 in 2025).

BOX 30 – HOUSING, BOARD AND LODGING

- Fair Rental Value of the Pastor's housing, where a parsonage is provided (do not include housing allowances)
- cost of utilities provided

BOX 40 – OTHER TAXABLE ALLOWANCES AND BENEFITS

- life insurance and AD&D premiums paid by church
- RRSP contributions paid by church

BOX 45 – EMPLOYER-OFFERED DENTAL BENEFITS

For 2023 and subsequent calendar years, it is mandatory to indicate whether the employee or any of their family members were **eligible or not**, on December 31st of that year, to **access** any dental care insurance, or coverage of dental services of any kind, that you offered:

- 1 – Not eligible to access dental care insurance, or coverage of dental services of any kind
- 2 - Payee only
- 3 – Payee, spouse, and dependent children
- 4 – Payee and their spouse
- 5 – Payee and their dependent children

BOX 50 – REGISTERED PENSION PLAN NUMBER

The Registration Number for the CBM Pension Plan is **0345769**

BOX 52 – PENSION ADJUSTMENT

Report the total (employee plus employer) contributions, plus voluntary contributions, which were made to the employee's pension plan during the previous year.

BOX 85 – MEDICAL PREMIUMS

Report the total premiums which have been paid by the employee during the previous year. **Do not include premiums paid by the employer.**

Please Note: The CRA website, in a section about employer paid premiums of insurance policies states” “If a benefit is taxable, it is also pensionable. However, it is not insurable since it is a non-cash benefit. Deduct income tax and CPP contributions, but do not deduct EI premiums.”

PASTOR'S TRAVEL EXPENSE

The Pastor's travel allocation must be based upon actual kilometers traveled on behalf of the employer. Therefore, churches may do one of the following:

1. Pay the Pastor a Regular Monthly Travel Allocation

The travel allocation should be based on previous travel experience and any anticipated changes which could affect the amount of travel. The Pastor is required to keep a log of his/her travel on behalf of the church. At the end of the year (or monthly/quarterly) the Pastor must provide the Treasurer with a letter

stating the total number of kilometers he/she traveled on behalf of the church. **For 2024, we recommend that the Pastor be compensated based on \$0.55 per kilometer for the first 5000 kms driven and \$0.51 per km thereafter.**

The travel allocation is a reimbursement for expenses and is not recorded on the Pastor's T4 slip.

Should the Pastor be overcompensated for travel, Canada Revenue Agency (CRA) requires that the overpayment be returned to the employer.

If the Pastor is under compensated for his/her travel, this would be unfair to the Pastor and the amount of the travel allocation would not correctly reflect the requirements of the church.

2. Monthly Reimbursement for Travel

Have the Pastor submit an expense claim to the Treasurer on at least a monthly basis for reimbursement. **For 2025, we recommend that the Pastor be compensated based on \$0.55 per kilometer for the first 5000 kms driven and \$0.51 per km thereafter.**

3. Not provide the Pastor with a Travel Allocation

The Pastor's salary level would be increased appropriately, and the Pastor would be responsible to keep a detailed record of all costs relating to the operation of his/her own vehicle. He/she would then file a more detailed income tax return. It is important to note that if the church chooses to pursue this option, it will mean increasing the Pastor's income tax deduction, CPP, EI and Canadian Baptist Pension Plan contributions. The church would need to increase its CPP, EI and Canadian Baptist Pension Plan contributions as well.

DEDUCTIONS

TUITION FEES

The Pastor is only entitled to claim a deduction for his/her tuition fees which he/she has personally paid. If tuition fees are paid for or reimbursed by the church, the Pastor is not allowed to claim a deduction, nor is this benefit taxable to the Pastor.

MOVING EXPENSES

Any costs of moving from one place of employment to another may be deducted by the Pastor from his/her earned income if he/she has not been reimbursed by the church. Where the church pays the reasonable moving costs of the Pastor, the amount paid by the church is not treated as a taxable benefit to the Pastor and no amount is deductible by the Pastor in respect of the reimbursed costs.

DEDUCTIONS NOT ALLOWED

The Income Tax Act does not allow the Pastor to deduct expenses such as books and periodicals, entertainment costs (church meetings, etc.), clerical vestments, babysitting (while engaged in carrying out church duties), etc. However, it shall be noted that if the church paid for the expenses on behalf of the Pastor, this is not seen as a taxable benefit to the Pastor. Receipts for purchases must be given to the Treasurer.

INTERIM PASTORS

The cost for pulpit supply is usually quite a bit less than the salary paid to a Pastor, but this difference should not just be lost in the decrease of operating expenses. The money should be set aside in a separate account and used to pay for the travel and expenses of Pastors who are brought in with a view to the ministry.

It will also be useful to defray the cost of moving expenses of the new Pastor, which can be substantial. If there is anything left over after meeting these expenses, it can be used to help pay for the raise which the

Pastor will be getting at the right time. A savings account should be opened, and the amount saved by not paying a regular Pastor should be deposited into it until needed.

NOTE - If the church calls an interim Pastor to serve on a regular part-time or full-time basis until a permanent Pastor is found, and the interim Pastor is a member of the Canadian Baptist Pension Plan, pension contributions and payments for benefits need to be made by the church on his/her behalf.

VISITING PASTORS

Decide in advance on the policy you intend to adopt regarding the payment of visiting Pastors. When someone comes to preach, he/she deserves a preaching fee, as this is his/her livelihood, but you may decide not to pay members of your congregation who act as supply. Whatever your policy is concerning preaching fees, it is only polite to offer traveling expenses. For 2025, we recommend the Pastor be paid 55¢ per kilometer

The method of payment is also important. The task being performed is dignified, and the payment should be done in a dignified manner. Have a cheque prepared in advance (complete with all necessary signatures) and hand it to the Pastor, preferably with a brief note of thanks, in an envelope.

CBAC STAFF

The Executive Minister and Directors are willing to conduct seminars and workshops, to speak at induction and ordination services, and preach at Sunday services. Churches are not asked to reimburse the **CBAC** for the time taken by staff to prepare messages and to speak at the events because these are some of the services **CBAC** provides. Churches are asked to reimburse the **CBAC** for the travel expenses involved. Cheques may be made payable to **Canadian Baptists of Atlantic Canada**.

CHURCH DISCOUNTS

MOBILE PHONE

Recognizing the necessity of smartphones in the work of the ministry, a mobile phone package has been negotiated with Bell Mobility for all staff of churches affiliated with Canadian Baptists of Atlantic Canada. For more information on this plan, please contact Andrew Myers at the CBAC Office by calling (506) 635-1922 or emailing andrew.myers@baptist-atlantic.ca.

FURNACE OIL

Irving Oil Limited has established special pricing on furnace oil for churches that are affiliated with Canadian Baptists of Atlantic Canada, which is 9.9 cents per litre over the New York Harbour pricing. If you are an existing Irving customer you may verify your rate by phoning our Irving representative, Ms. Morgan Salter, at 506-349-4420.

BLANKET PROPERTY AND LIABILITY INSURANCE

About 380 churches are part of the blanket property and liability insurance, carried by the Ecclesiastical Insurance Company, through Gallagher Insurance, of Hartland, New Brunswick.

For further information on this plan and the current pricing, contact Insurance Advisor, Tina Belyea at [Tina Belyea@ajg.com](mailto:Tina.Belyea@ajg.com). Phone Number: 1-800-267-8006 or 1-506-375-7578.

CHARITABLE RECEIPTS

An individual may claim the appropriate tax credit for a gift made to a registered charity only if the amount of the gift is proven by filing a receipt issued by the charity which contains the prescribed information. Such receipt is referred to in part 3500 of the Income Tax Regulations as an official receipt. An official receipt issued by a charity must contain the following information:

1. the statement “an official receipt for income tax purposes;”
2. name and address of the organization as recorded with CRA;
3. the registration number assigned by CRA;
4. the serial number of the receipt;
5. the place or locality where the receipt was issued;
6. the name and address of the donor, including, in the case of an individual, his/her first name;
7. where the donation is a cash donation:
 - the date the donation was received
 - the amount of the cash gift
 - a description of the advantage, if any, in respect of the gift given and the amount of that advantage
 - the eligible amount of the gift
8. where the donation is a gift of property other than cash:
 - the day on which the donation was received
 - a brief description of the property
 - name and address of the appraiser of the property if an appraisal is done
 - the amount that is ‘fair market value’ of the property at the time the gift was made
 - a description of the advantage, if any, in respect of the gift given and the amount of that advantage
 - the eligible amount of the gift
9. the day on which the receipt was issued, where the day differs from the day the charity received the donation;
10. the name and website address of the CRA “Canada Revenue Agency – canada.ca/charities-giving”
11. the signature of an individual authorized by the charity to acknowledge donations.

Receipts should contain only the required information. Where a gift is designated by the donor for a particular purpose, ie. for the support of the ministry of a particular individual, this designation should not be shown on the official receipt.

RESTRICTED GIFTS

Donors may attach conditions to their gifts to ensure they are used for a specific purpose or project. Restricted donations are permitted but should be consistent with the purpose of the church and not violate any laws or public policies.

It is recommended that restricted gifts be received with a more general restriction rather than a specific restriction. For example, the donation is restricted “for the reparation of the roof” versus “for repairs and maintenance of the facilities.”

It is also recommended that every church have a restricted gift policy and make donors aware of the policy whenever they accept restricted funds. The policy should state that the funds are being accepted on the condition they will be used for a specified purpose but may be reallocated, by the board, to a different charitable purpose should the original purpose or project be completed. A donation received without the donor agreeing to this policy, at the time the gift is made, may not be used for a different purpose in the future without going through an expensive court process to change the gift's purpose.

Gifts may also be given to the church, designated for programs and missionaries of other Canadian Charities, subject to the approval of the church body. Gifts may not be given which are designated for the personal benefit of any individual or family, i.e., gifts of money for Christmas or birthdays, a family experiencing a crisis, etc. Contributions may be received in such situations provided the donor does not receive a charitable receipt.

Gifts may **not** be given through the church directly to an individual serving as an independent missionary, unless the following criteria are met:

1. The church must, at a business meeting, accept the project and the missionary as an agent of the church who would be engaging in the project. When the project is too big and requires the support of several charities, one church should be named the key church.
2. Using the phraseology of CRA, the church must demonstrate "supervision, direction & control".

Correspondence from the missionary must contain more than just prayer requests; letters should also contain requests for guidance from the church from time to time, and the missionary should be required to report back to the church when on furlough.

RECEIPTING GIFTS FROM OTHER CHARITIES

An official receipt should not be given for a gift received from another registered charity.

LOST RECEIPTS

Where a receipt is lost and a new one is issued by the charity, the replacement receipt must be clearly identified as a replacement receipt and must show the serial number of the receipt it replaces. An official receipt which is spoiled must be marked "Canceled" and both the original and the duplicate must be retained by the Charity as part of its records. Where the amount of the donation, the day the donation was received, or the year during which the donation was received is incorrectly or illegibly entered on an official receipt, the receipt cannot be corrected, it must be canceled.

DISHONORED CHEQUES

Where a charity receives a cheque to cover a gift and the cheque is not honored by the donor's bank on presentation, the charity should immediately communicate with the donor and request a replacement cheque. If a cheque is promptly replaced and the replacement cheque is honored on presentation, it is understood that the gift would be considered to have been made when the original cheque was mailed or given, provided the donor, in good faith, believes that such cheque would be honored. Where a charity is unable to have a dishonored cheque made good and an official receipt has already been issued, the charity should request the return of the official receipt for cancellation. If the charity cannot recover the receipt, it should advise CRA that the official receipt was issued, was not recovered, and is invalid. This would be done with the filing of the charity's Annual Return.

GIFTS IN KIND

CRA has issued a booklet entitled "Gifts in Kind". If you have any questions regarding issuing receipts that concern gifts to charitable organizations, contact your local district tax office.

HARMONIZED SALES TAX (HST)

Registered Charities are entitled to a 50% rebate on all HST paid. Church treasurers must keep a record of each purchase, including a payment of the HST, and they must file for a rebate at least annually.

The rate for HST is 15% in all four Atlantic Provinces.

Simplified Method for Calculating the HST Rebate

Churches are eligible to use the Simplified Method of claiming HST rebates. You no longer must identify the HST payable on each invoice. Instead, you only need to add the total amount of your HST-taxable purchases at the appropriate rate and multiply that total by a factor of 15/115. You are also able to claim HST rebate on the amount spent for the Pastor's travel allowance and travel expense claims. **NOTE:** This method may not be used to calculate rebates in respect of real property.

Just follow these steps:

1. Add together all purchases that are HST-taxable. DO NOT include amounts such as: expenses for which you have not paid HST, such as salaries, insurance payments, interest, and other exempt and zero-rated purchases; purchases made outside Canada which are not subject to HST; purchases from a non-registrant; and refundable or rebatable provincial sales taxes.
2. Multiply your total taxable expenses as calculated in 1. above by the appropriate factor.
3. Multiply this amount by the rebate factor of 50%.
4. Complete the HST Rebate Application for Public Service Bodies, Form GST66.

If you use the simplified method to claim rebates, you no longer have to identify the HST paid from each purchase invoice. However, you are required to keep documentation to substantiate claims for audit purposes.

Tax Tip – HST Rebate

When calculating the total amount of the HST rebate, don't forget to include the tax that is included in your Pastor's travel. In order to determine the amount of the rebate, use this simplified calculation –

Amount of travel expense x 15/115 = Total HST

Claim 50% of total HST.

Example = Pastor claims \$1,000 travel expense

$\$1,000 \times 15/115 = \130.43

Claim 50% of \$130.43, which is \$65.22

RETENTION OF RECORDS

Each registered charity must keep records and books of account, including a duplicate of each official receipt it issues, to enable CRA to verify gifts made to the charity available for deduction or tax credit.

DUPLICATE OFFICIAL RECEIPTS

Duplicate official receipts (other than an official receipt issued for a gift where the donor directed that the funds be held for at least ten years) **must be retained for at least six years after the end of the calendar year to which the receipt relates**. Any records necessary to verify such receipts must also be retained for the same period.

RECORDS RELATING TO TAX WITHHOLDING

Records and supporting documents necessary to verify income tax which the charity is required to withhold from salaries, wages and amounts paid to non-residents must be retained for at least six years from the end of the taxation year to which the records relate. The Canada Pension Plan and the Employment Insurance Act also require employers to retain records and supporting documents for at least six years from the end of the year to which they relate to enable CRA to verify contributions and premiums required to be withheld from salaries or wages under these statutes.

PERMANENT RECORDS

A number of records and documents must be kept for two years after the registration of the charity is revoked. These are:

1. Minutes of meetings of members and the governing board of the charity;
2. All documents and by-laws governing the charity;
3. Duplicate official receipts and records relating to gifts made to the charity where the donor directed that the funds be held for at least ten years.

GOVERNMENT REPORTING FORMS - T3010

Each year your charity must complete and file an Annual Information Return within six months of the charity's year end. The government supplies the reporting form "T3010B" for this purpose. Failure to file this return on time results in the church being de-registered. The cost to become re-registered is \$500.00.

DISBURSEMENT QUOTA

As per the CRA website at <https://www.canada.ca/en/revenue-agency/services/charities-giving/charities/operating-a-registered-charity/annual-spending-requirement-disbursement-quota.html>, the

disbursement quota is the minimum amount a registered charity is required to spend each year on its own charitable activities, or on gifts to qualified donees (for example, other registered charities). The disbursement quota calculation is based on the value of a charity's property **not** used for charitable activities or administration.

The disbursement quota is calculated as follows:

Charitable organizations

If the average value of a registered charity's property **not** used directly in charitable activities or administration during the 24 months before the beginning of the fiscal year exceeds \$100,000, the charity's disbursement quota is 3.5% of the average value of that property.

A registered charity can use **line 5900** in Schedule 6 of the T3010 return it completes for the fiscal year to calculate its disbursement quota for that period.

If a registered charity wants to calculate its disbursement quota at the **start** of the fiscal year, it can use the amount from **line 5910** in Schedule 6 (if completed) of the return it will complete for the fiscal year that just ended.

If the charity has permission to accumulate property, it must subtract the amount accumulated plus any income earned on this amount from the amount at line 5900, before multiplying by 3.5%. To determine the amount that should be subtracted from line 5900, the charity can use the amounts entered at line 5500 minus any amounts entered at line 5510 for all the returns to date covered by the permission to accumulate property.

CARRY-OVER PROVISION

The Income Tax Act contains carry-over provisions for disbursements more than charities disbursements quota. Such excess may be carried back one year and forward five years. These carry-over rules are available to all charities and permission from CRA is not required.

PERMISSION TO ACCUMULATE FUNDS

Accumulation of property refers to a registered charity setting aside funds for a major future expenditure. Previously, charities were never required to request or obtain approval from the Canada Revenue Agency to set aside funds.

Before January 1, 2023, a registered charity could request approval to exclude accumulated property from its [disbursement quota calculation](#). This allowed a charity to set aside significant funds for specific qualifying activities without incurring a divestment obligation during the accumulation period.

If your charity was **granted written approval to accumulate property before January 2023**, the approval **is still valid** under the terms indicated until the approved period expires.

We will **not** grant extensions to the approved period.

As of January 1, 2023, we no longer review or grant accumulation requests. Charities must now include all assets not used in charitable programs or administration in their disbursement quota calculation. This applies unless the entire amount of the charity's assets not used in charitable programs or administration falls below the threshold amounts indicated in the [disbursement quota calculation](#).

For more information on how to report accumulated property if your charity received a written approval, go to [Guide T4033, Completing Form T3010 Registered Charity Information Return](#).

QUALIFIED DONEES

Contributions made to qualified donees, which include any registered charity in Canada, are considered

a charitable use of resources for the purposes of the organization provided they do not exceed 50% of the charitable organization's income for that year. Contributions to qualified donors must be identified on Line 5050 of the T3010 Charity Information Return.

The following is a list of some of the "Qualified Donors" to which your church might send gifts:

NAME	REGISTRATION NUMBER
• Crandall University	10673 6150 RR0001
• Acadia Divinity College (ADC)	11877 6723 RR0001
• Canadian Baptist Ministries (Including CBV, Partners in Mission and Sharing Way)	10684 3436 RR0001
• Canadian Baptists of Atlantic Canada	11927 6228 RR0001
• Atlantic Baptist Mission Board	86318 2135 RR0001
• United Baptist Woman's Missionary Union	10815 1812 RR0001
• Union of French Baptist Churches	10814 9956 RR0001

The CBAC sends out statements of church contributions to the church treasurers once a year. These statements should be checked against the church records. If there appears to be a discrepancy, the CBAC office should be contacted.

REMITTANCE OF CONTRIBUTIONS

Treasurers are asked to use the appropriate remittance forms when forwarding contributions to the CBAC Office.

Remittances may be sent to the CBAC office for credit to the following:

Acadia Divinity College (ADC)	Saint John-Kings Hospital Chaplaincy
Crandall University	Halifax Hospital Chaplaincy
Canadian Baptist Ministries (CBM)	Union of French Baptist Churches
December Communion Offering Fund (DCO)	Canadian Baptists of Atlantic Canada (CBAC)

Donations to non-CBAC organizations are to be sent directly to them.

Attach to the remittance form your church's cheque for contributions to the above accounts, payable to: **Canadian Baptists of Atlantic Canada**. An electronic version of the remittance form is available at the following location:

https://atlanticbaptist.ca/wp-content/uploads/2017/10/CBAC_Fillable_Monthly_Remittance_Form_2020.pdf

In the following cases, cheques must be made payable to **Atlantic Baptist Mission Board**:

- Payments on loans from funds administered by the Board,
- Payments to **Atlantic Baptist Mission Board** payroll,
- Contributions for the work of the Board,
- Contributions to the "New Churches Fund".

GASOLINE EXCISE TAX

Gasoline excise tax is paid at the manufacturing level on all gasoline used in internal combustion engines. The tax is not levied on diesel fuel or heating fuels. The tax will be refunded to registered charities. Refunds may be sought by filing the proper form within two years of the date the gasoline was purchased. The form application for refund of federal excise tax on gasoline (Form XE8) can be obtained from excise, customs, taxation, or post office. An information booklet is supplied with the form. You may also obtain the form online at <https://www.canada.ca/en/revenue-agency/services/forms-publications/forms/xe8.html>. Refund claims for amounts less than \$200 must cover a 6-month period, ending June 30th or December 31st, and these claims may be submitted at any time, after the end of that period. Refund claims of \$200 or more may be submitted at any time, subject to a maximum of one claim per month. As noted above, the claim must be filed within two years of the purchase period.

It is not necessary to enclose purchase invoices or receipts with the application, although adequate documentation must be retained for audit purposes. Ideally, purchase receipts should indicate the number of litres purchased.

A congregation which has reimbursed travel expenses has two options. It can attempt to retain documentation on gasoline purchases and claim the standard amount per litre or, if the reimbursement is based on kilometres travelled, the congregation may claim \$0.0015 per km. or \$0.015 per litre.

PASTORS' SUPPLEMENT FUND

The Pension and Benefits Board administers a Supplement Fund which is used to supplement the income of Pastors and their families, based upon their financial circumstances. Only the Pension and Benefits Manager, the Pension and Benefits Board Treasurer and Chair of the Pension and Benefits Board are aware of the individuals receiving a supplement.

Should you be aware of a pastor who is experiencing financial hardship, please contact Karen Gunn, Pension and Benefits Manager for the Pension and Benefits Board.

DECEMBER COMMUNION OFFERING

Churches are asked to remit their December Communion Offering to the CBAC Office. These funds are used at Christmas time to send a monetary gift to our disabled or retired Pastors, or to the spouses of deceased Pastors, where there is a financial need. During the year, this fund is used to provide emergency financial assistance to Pastors and their families.

SAFETY DEPOSIT BOX

For a nominal sum, a church can rent a safety deposit box at its bank. This should be used to keep copies of insurance policies, inventory of equipment and any other valuable documents such as leases, mortgages, certificates of title or investment certificates. The small outlay will prove invaluable in the case of a fire or burglary.

CASH CUSTODY AND SAFEGUARDING

Churches are advised to follow standard precautions when entrusted with the donations of church members. Although it is not expected that those who have been given positions as treasurers or tellers would attempt to misappropriate church funds, it is wise for churches to protect these people from suspicion should any discrepancies in cash occur.

It is recommended that there be at least three tellers to count church offerings. If only two are available,

they should not be related to each other.

Wherever possible, once the offering has been properly accounted for, a deposit should be made through the night depository at the bank where the church operates its accounts. Cash should not be kept on the church premises.

We recommend that two signatures be required on cheques written on the church's account. Cheques should not be issued without proper documentation to support them.

CRA - CHARITIES DIRECTORATE

You may call the Charities Directorate of the Canada Revenue Agency and ask questions regarding registration guidelines, departmental policies, and other administrative and legislative matters.

This bilingual service is available from 9:00 a.m. to 5:30 p.m., Monday to Friday at 1-800-267-2384.

VIDEO COPYRIGHT

Do you show videos in your ministry, during the worship service, Sunday School or in a children's/youth program? If so, you may be violating copyright laws and may be liable to prosecution under the federal law.

Most motion picture studios place a restriction on where and how videos are to be shown. Movies that are rented or purchased can only be shown in homes for family entertainment. These restrictions are seen at the beginning of the video as it is played.

There are companies which provide annual site licenses to permit public viewings of these movies. However, you should note that not all movies are included in this license.

CVLI Church Video License provides legal coverage for churches and other ministry organizations to show motion pictures and other audiovisual programs intended for personal, private use only. Coverage includes playing just a few seconds of a movie all the way up to showing the full-length feature. Please go to the following website for more information: <http://canada.cvli.com/about/>

ATLANTIC BAPTIST FOUNDATION

The ABF was founded in 1961 and continues to be a non-profit agency of the CBAC, serving members, adherents, council, churches, and agencies belonging to the CBAC.

Seeking to Join God in our Neighborhoods, many times, requires financial considerations and commitments, which may include buildings used for ministry. Our mission is to help local churches within our CBAC family become healthier and more mission-effective, by providing the most affordable and accessible loans possible for use in developing ministry resources.

Loans are good for:

- Church Expansions
- Church Improvement
- Church New Construction

Savings Accounts with Ministry Benefit

Members and adherents of CBAC churches have the opportunity to utilize the following financial services offered by the Atlantic Baptist Foundation:

- Savings Accounts
- Trust Fund Administration

In addition to receiving a competitive interest rate, depositing with the ABF allows the financing for new construction, renovations, and other projects by CBAC churches and agencies in the form of mortgage and note loans.

For more Savings or Mortgage information, visit the ABF website at www.baptistfoundation.com or contact them at:

10 Atlantic Baptist Avenue, Moncton, NB E1E 4N3
Phone: 506-857-9482
Fax: 506-852-4378
Toll Free: 1-888-263-1444
Email: info@baptistfoundation.com

Free Services Included in Your Policy with Ecclesiastical

<h3>LegalConnex</h3> <p>USED FOR ADVICE ON LEGAL MATTERS</p> <ul style="list-style-type: none"> ✔ Business contacts (such as leases) ✔ Legal rights and responsibilities in a variety of situations ✔ Waivers ✔ Taxes ✔ Contractual Obligations and other general legal issues <p>Example: A charity called LegalConnex to discuss the legalities surrounding a contracted employee. Their Question: Was the contract they put in place for this individual constructed in a way that would cause the individual to be considered an employee rather than an outside contracted employee. NOTE: There is no coverage in your policy for outside contracted employees.</p>	<h3>ProfessionalAssist</h3> <p>PROVIDES CHURCH LEADERS AND ADMINISTRATORS ACCESS TO COUNSELLORS TO HELP THEM HANDLE AND DEVELOP SOLUTIONS FOR INTER-PERSONAL AND WORK-RELATED CHALLENGES AND STRESS.</p> <p>Example - a pastor from a small community was experiencing high stress levels, which was causing poor work performance. The stress resulted primarily from the counselling of congregants and other members of the community. He was having difficulty handling it. ProfessionalAssist councillors helped him develop strategies for dealing with this stress and improving his work performance.</p>	<h3>HRAssist</h3> <p>USED FOR ADVICE ON HUMAN RESOURCE RELATED MATTERS</p> <ul style="list-style-type: none"> ✔ Developing workplace related policies such as, 'Social Media & Use of Technology Policy' ✔ Employee performance management ✔ Termination of an employee ✔ Employment & Human Rights laws <p>Example - a small non-profit had to terminate an employee – they called the HRAssist line for guidance to ensure the procedures they had in place for terminating employees was in full compliance with the law. Wrongful dismissal lawsuits are a common type of Directors & Officers claims.</p>
<p>CALL: 1-866-263-0256 Monday – Friday: 9:00 a.m. – 8:00 p.m. EST You will need to provide your Policy Number</p>	<p>CALL: 1-888-325-4633 Monday – Friday: 9:00 a.m. – 8:00 p.m. EST You will need to provide your Policy Number</p>	<p>CALL: 1-888-325-4633 Monday – Friday: 9:00 a.m. – 8:00 p.m. EST You will need to provide your Policy Number</p>
<p>Questions? Contact Your Insurance Advisor, Tina Belyea: TF: 1.800.267.8006 D: 1.506.375.7578 Tina_Belyea@ajg.com</p>		

CONFIDENTIAL INFORMATION SHEET

Long Term Disability and Pension Calculations

Employee's Name: _____ ID# _____
(last 6 digits of S.I.N.)

Effective Date of Salary: _____

TOTAL GROSS SALARY, which includes either:

- Basic Salary PLUS Housing Allowance OR
 Basic Salary PLUS Fair Rental Value of Parsonage AND utilities, A. \$ _____
if paid by the church on behalf of the member

OF PAY PERIODS (Weekly=52, Bi-weekly=26, Semi-monthly=24, Monthly=12) B. _____

PENSION CONTRIBUTION PER PAY PERIOD

- Employee portion -6% deducted from employee. (A divided by B x 6%) C. \$ _____
 Employer portion - 6% matched by the employer. (A divided by B x 6%) D. \$ _____

TOTAL Pension Contribution per Pay Period: (C + D) E. \$ _____

NOTE: Send in the number of pay periods each month. Ex: If there are 3 pay periods in a month, send in 3 x E.

Pension Contributions are calculated by the Treasurer and sent in monthly to the Record Keeper, Canada Life, by the end of the month. It is the record keepers' job to ensure they receive a monthly amount for each member. Canada Life does not verify whether the amount is accurate or not.

Long Term Disability (LTD) Monthly premiums are determined by Canada Life however premiums can be calculated using the following: $\text{Total Salary} / 12 \times .67 \times .02788$

Church: _____

Treasurer: _____

Email: _____

Phone No: _____

Date: _____

Please complete this form and send it to CBAC whenever there is a change in salary or if you have a new employee.

IMPORTANT: Please return to: Karen Gunn, Pension and Benefits Manager
By email: karen.gunn@baptist-atlantic.ca
Or by mail: PO Box 6003, Moncton, NB E1C 0V7