

## **Parishes with lay employee benefits Through General Synod**

For Parishes that choose to participate in the lay employee benefit and pension program through General Synod, all documentation of the employees plus changes in status, etc., is completed by the Parish Administrator who deals directly with General Synod.

In cases where the parish wishes to use the Diocesan Central Payroll Service for lay employees, it is the responsibility of the parish to ensure that Payroll is advised of any changes regarding the individual employee's salary, benefits and pension including any increase in costs, change in family status, etc.

All advice regarding the benefit and pension plan for lay employees whose parishes have opted into these General Synod benefit programs, must be sought from the General Synod Pension office.

The individual Parish Administrator is responsible for ensuring that the monthly billing received by the parish from Central Payroll accurately reflects the Parish Administrator's Directions.