

MEMO:

To: Church Treasurers/Participants  
From: Mark Baughman  
Re: Salary Updates  
Date: January 2, 2018

Dear Treasurer/Participant,

If your employee(s) are being paid at least 20 hours/week and are on the Church Workers' Benefit Plan, they are also on our Long-term Disability Plan. We need to keep their compensation package updated when it changes.

Please fill in the following chart and return to the Executive Offices in Camrose:

markb@chog.ca  
102, 4909B – 48 Street, Camrose AB T4V 1L7.

Name of Employee			
Effective Date			
Next salary change date			
Current Salary			
Clergy Housing Allowance			
Retirement funds			
Taxable Benefits			
Travel Reimbursement			
Other expense reimbursements (Specify)			

Treasurer Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

You can also use this form at a future salary change date

Thank you!

Mark Baughman  
Administration Coordinator