Anglican Benefits Retirement Program
Administration Procedures

Responsibility of a diocese or entity

1. Define the contribution level for priests and lay for their dioceses /entity.

2. Responsible for the having their priests and lay fill out completely the enrollment application and forward to Ft. Worth.

3. Collect monthly contributions and forward a single monthly check to Ft. Worth, with a list of contributors.

Responsibility of an individual Church/Entity

1. Define the contribution level for priests and lay for their church.

2. Responsible for having their priests and lay fill out completely the enrollment application and forward to Ft. Worth.

3. Collect monthly contributions and forwarding a single monthly check to Ft. Worth, with a list of contributors.

Responsibility of Ft. Worth

1. Manage the whole retirement fund, for Anglican Benefits Program.

2. Will charge as appropriate per contributor for the administration of the fund. (This in addition to the fees charged by the Fiduciary.)

3. Update Plan Information and enrollment forms as needed

4. Provide central support to each dioceses/entities and churches as needed

5. Forward all contributions to Fiduciary

Responsibility of the Retirement Fund Board

1. Review and monitor the performance of the Fund, and make changes to funds and fund mangers as needed.