



PCA RETIREMENT PLAN

Reach Your Goals

We are all called upon to be good stewards of the resources entrusted to our care. When it comes to financial resources, being a good steward means saving regularly and sufficiently for the future and investing those savings wisely.

The PCA Retirement Plan provides a convenient and effective way to plant a seed for your future as you prepare for your retirement years. Convenient, because it allows you to save through payroll deduction. Effective, because it offers a range of saving and investment options, allowing you to tailor the plan to fit your personal needs.

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How The Plan Works



The PCA Retirement Plan is a 403(b)(9) Church Retirement Plan that allows you to save while taking advantage of various tax benefits. **You decide how much to save and how to invest your savings using the array of investment options offered by the plan. Contributions can be made by both you and your employer.**

It's as simple as that. Because saving and investing doesn't always seem simple, PCA Retirement & Benefits, (RBI) offers personal financial planning and retirement planning assistance, as well as an array of tools to help you reach your financial goals.

Here is a summary of the PCA Retirement Plan features:

Who May Participate

All ministers, missionaries, school personnel and lay church employees who receive W-2 taxable income from a PCA church or pre-approved PCA church-related organization are eligible to participate in the plan. Eligibility for lay employees begins on the first day of employment, and for ministers begins on the first day of employment or the ordination date, whichever date is first.

Additionally, employees working for pre-approved 501(c)(3) organizations that share common religious bonds and convictions with the PCA may also qualify for participation in the PCA Retirement Plan. To determine how to become an approved organization, please contact our office.

Investments

There are three different ways to invest in the PCA Retirement Plan. You may select from Target Funds, Core Funds, and a Self-Directed Brokerage Account. When you initially enroll, you will be invested in an age-appropriate Target Fund. Target Funds are single funds comprised of multiple underlying funds. Target Funds employ broad diversification and seek to set risk appropriate for your age and provide reasonable returns. Your mix of stocks and bonds will depend upon your anticipated retirement date. Those closer to retirement will have a higher percentage of bonds, while those further away from retirement will have a higher percentage of stocks. Target Fund allocations are professionally developed and simplify investing decisions. For this reason, RBI automatically enrolls all new participants in Target Funds. Once you are enrolled, you may reallocate your investments if you desire. For details, see "Your Investment Options" on page 10.

Morally Screened Investments

Moral screening is a feature offered to participants who prefer their investments to exclude companies involved in abortion, gambling, pornography, certain life-style issues, bioethics and human rights. The screening used by select PCA Core Funds is one of the most disciplined and thorough in the market. Investments in securities within these funds are independently monitored by RBI through a Christian investment research firm.

Housing Allowance

PCA ministers are eligible for a housing allowance income exclusion during retirement, and RBI—as the retirement and welfare arm of the Presbyterian Church in America—is authorized to designate housing allowance amounts for all retired PCA ministers who receive benefits from the PCA Retirement Plan. This provision may provide significant tax savings to you during your retirement years. For example, a minister in the 22% tax bracket with \$20,000 of annual housing allowance would save \$102,414.27* in income tax over a 15-year retirement—and the tax savings would increase for ministers in a higher tax bracket or with a larger housing allowance. Note: This important benefit may be forfeited if you transfer your retirement assets from the PCA Retirement Plan to a bank, brokerage

*When tax savings are invested returns are not guaranteed, calculated at a 6% rate of return.

Housing Allowance (cont.)

firm, insurance agent, or other financial services provider who may not be aware of this unique feature of denominational retirement plans. As a service to our ministers, RBI wants to call your attention to this important financial benefit. Please contact RBI for additional information or if you have questions about the minister's housing allowance.

Tax Advantages

There are two ways to save, each with its own tax advantages.

- With traditional 403(b) contributions, you save with pre-tax dollars, which reduces your taxable income and your current tax obligation. You pay no income tax on your savings or investment returns until you retire and begin taking a distribution from the plan.
 - Ordained Ministers: Ministers who remain in Social Security owe no Self-Employment (SECA) taxes on 403(b) contributions. That is a savings of 15.3% compared to IRA contributions which are SECA taxable!
- With Roth 403(b) contributions, you save with after-tax dollars. When you take a distribution from the plan, that distribution will be tax-free, provided your account has been open for at least five years and you are at least age 59½.

You may also split your contributions between traditional and Roth contribution types. See "Your Savings Options" on page 6.

Low Cost

There are no commissions or sales charges to manage your PCA investment options, nor are there any transfer fees for changing your investments. Management, administrative, and investment costs are significantly lower than those in many other comparable plans. Additional information on plan expenses can be found online within the RBI Annual Report, the Fund Fact sheets, or within your PCA Retirement Account.

Loans

Your retirement account assets should ideally be used to provide retirement income. However, you may borrow from your retirement account at competitive rates when emergencies occur. The interest portion of your loan payment is paid into your account.

Rollovers

The PCA Retirement Plan will accept qualified rollover contributions into a traditional 403(b) account from another qualified retirement plan such as another 403(b) plan, a 401(k) plan, or an Individual Retirement Account (IRA). Plan-to-plan transfers may also be made into a PCA Retirement Plan account, provided your former employer will enter into a formal agreement with RBI.

Account Access

You can access your PCA Retirement Plan account 24 hours a day, seven days a week over the Internet. RBI Service Representatives are available to assist you with retirement and investment guidance Monday through Friday from 8 a.m. to 5 p.m. Eastern time. Our partners at Northwest Plan Services (NWPS), our retirement plan administrator, are available Monday through Friday from 8:00 a.m. to 8:00 p.m. Eastern time to assist you with your retirement plan transactions. You also can make an appointment to talk with an RBI Service Representative outside normal business hours.

PCA Retirement & Benefits: 1-800-789-8765

NWPS' PCA Service Center: 1-877-543-0055

email: retirement@pcanet.org

retirement account website: www.nwps401k.com

Those are the highlights. When you enroll in the PCA Retirement Plan, you will be automatically enrolled in an age-appropriate Target Fund. But you'll still have some decisions to make. How much do you want to save? Do you want to make traditional pre-tax or Roth after-tax contributions, or a combination of the two? And how do you want to invest your savings? The following sections provide details about your savings and investment options.



Your Savings Options

Saving money in the PCA Retirement Plan breaks down into two separate decisions: 1) **how much you want to save**, and 2) **what type of contributions you want to make**.

How Much You *Can* Save

You indicate the percentage or amount of your salary you wish to contribute to your PCA Retirement Plan account by completing a salary reduction agreement. If you are an ordained minister, the percentage you select will be applied to your salary excluding that portion designated as housing allowance (which is already excluded from your taxable income). Your employer may also contribute tax-deferred dollars directly to your account. There is no minimum contribution required; the maximum is set annually by the IRS.



Type Of Contribution Subject To IRS Limits

Your employee contribution: 402(g) limit

Your employee contribution combined with your employer's contribution (if applicable): 415 (c) limit

Catch-up contributions (available in a given year if you are age 50 or older as of December 31): 414 (v) limit

How Much You *Should* Save

Saving is important, but how much should you save? Some of the factors affecting this decision include your current age, anticipated retirement age, current salary, expected salary increases, annual rate of return on investments, and how many years you expect to need income in retirement.

RBI offers an online tool to help you determine the percentage of your current salary you need to set aside to have adequate income in retirement. Go to pcarbi.org and, using the search feature at the top right-hand corner of the page, search for "Retirement Planner Calculator."



Select the "Retirement Planner" search result. You can enter your own assumptions and variables, defining the terms of your savings plan to fit your own circumstances and modeling the results. If you don't know how much you'll need when you retire—and how much you need to save now to reach that personal goal—we encourage you to make use of this tool sooner rather than later. For assistance determining how much you will need when you retire and how much you need to save now to reach that personal goal – we encourage you to schedule a consultation with one of RBI's Financial Planning Advisors. Call 678-825-1198 to request an appointment.

What Type Of Contribution

Under the PCA Retirement Plan, you may choose to make traditional pre-tax 403(b) contributions, or after-tax Roth 403(b) contributions. You also may divide your contributions between the two types. Each offers valuable tax advantages, and you should consult with your personal financial advisor to determine which would be best for you. If you don't have a personal financial advisor, let us help.

Traditional 403(b) contributions are deducted from your salary on a pre-tax basis, reducing your taxable income for the current year. Using this type of account, income tax on your contributions and investment earnings is deferred until you begin taking distributions from the plan. Those future distributions will be taxed as ordinary income in the year taken.

Roth 403(b) contributions are deducted on an after-tax basis and do not reduce your current taxable income. The tax advantage comes in the future, when you can take tax-free distributions of your contributions and their earnings if you meet two conditions:

- You must be at least age 59½, and
- You must have held the account for at least five years.

So, you can defer taxes until later with traditional 403(b) contributions, or pay taxes now and receive tax-free distributions later with Roth 403(b) contributions. Which is right for you?



You might be better off making traditional 403(b) contributions if...	Because...
You're certain you'll be in the same or a lower tax bracket in retirement.	You're better off deferring taxes now and paying at a lower rate when you withdraw money in retirement.
Your current pay spikes due to big commissions, bonuses, or other special pay.	Your tax rate might be higher this year than in retirement, so you're better off deferring taxes now and paying at a lower rate in retirement.
You're age 50 or older and behind on your retirement savings.	Chances are you'll be in a lower tax bracket in retirement, because your income will be reduced.
You are an ordained minister paying 15.3% to Social Security on all earned income.	Ministers in Social Security must pay 15.3% SECA taxes on every dollar earned even if they owe no Federal or State taxes. These taxes can be avoided. Ministers may also be able to exclude future distributions from taxation as Housing Allowance. Most are in a 10-15% tax bracket in retirement.

You might be better off making Roth 403(b) contributions if...	Because...
You contribute the maximum allowable amount to the 403(b).	Switching to Roth contributions would allow you to increase the impact of your savings, in effect, by paying taxes on those contributions today rather than deferring them until withdrawal.
Your income prevents you from contributing to a Roth IRA.	You can obtain the advantages of a Roth within the PCA Retirement Plan, which has no income restrictions.
You don't earn a lot today, but expect your income (and your tax rate) to increase over your career.	You can lock in your current low tax rate by contributing to a Roth and paying income taxes on your contributions now.
You pay low (or no) income taxes and low or no Social Security taxes today.	Making Roth 403(b) contributions would cost you little or nothing today, and would result in a tax savings in retirement.

For those ministers who are in Social Security, all pre-tax contributions are not subject to the SECA tax as well.

If you are not certain about which type of contribution is best for you, you can diversify your tax risk by dividing your contributions between the two. Be sure your total contributions do not exceed the maximum limit set by the IRS for the year. And note that employer contributions are in most cases tax-deferred.

Even though you might choose to make two types of contributions (traditional and Roth), you will have a single account in the PCA Retirement Plan. In other words, you don't have to make separate investment decisions for your traditional and Roth contributions. Instead, your investment elections will be applied to both.

A woman with blonde hair tied back is sitting on the edge of a small boat on a lake. She is holding the hand of a young child who is standing in the shallow water. A dog is swimming in the water to the right. The scene is set at sunset, with the sun low on the horizon, creating a warm, golden glow. In the background, there are trees and a wooden dock with another person visible. The overall atmosphere is peaceful and family-oriented.

Your Investment Options

Investing and financial planning may not be something you think of often. However, most of us know we must save and invest now to be able to retire in the future with some financial certainty.

The PCA Retirement Plan offers a wide range of investment options and methods so you can customize your investments to suit your own investment expertise and risk tolerance.

You may:

- allocate your investments automatically using a PCA Target Retirement Fund based on your anticipated retirement date,
- select your own funds and allocations by diversifying your investments among the PCA Core Funds, and/or
- if you have the interest, time, and expertise, you may be able to direct up to 50% of your account using a Schwab Personal Choice Retirement Account[®], which gives you access to a full range of mutual funds available in the marketplace. Visit our website www.pcarbi.org to download the PCA Self-Directed Brokerage brochure for more information.

PCA Target Retirement Funds

How to invest your money is one of the biggest challenges facing those saving for retirement. Investors must take into consideration the risk of each type of investment, and the length of time you have before you reach retirement age. Some investment allocations may not be appropriate for your age or time horizon. Knowing the difficulty of this decision, PCA Retirement & Benefits created the PCA Target Retirement Funds. PCA Target Retirement Funds will do this work for you by automatically selecting an appropriate mix of mutual fund investments based on your projected retirement date. And over time, we will change the investment mix to make it more conservative as you approach retirement.

PCA Target Retirement Funds are chosen by selecting the fund that is closest in date to your expected retirement date (generally when you reach age 68 to 70). We feel so strongly that PCA Target Retirement Funds are the most appropriate way for most participants to invest that we automatically invest the contributions of new participants in an age-appropriate target fund.





With PCA Target Retirement Funds, the longer the time horizon, the greater the concentration in stock investments and the greater exposure you have to market risk. As the time horizon shortens, investments will shift gradually from stocks to bonds, inflation-protected investments, and short-term reserves with lower market risk.

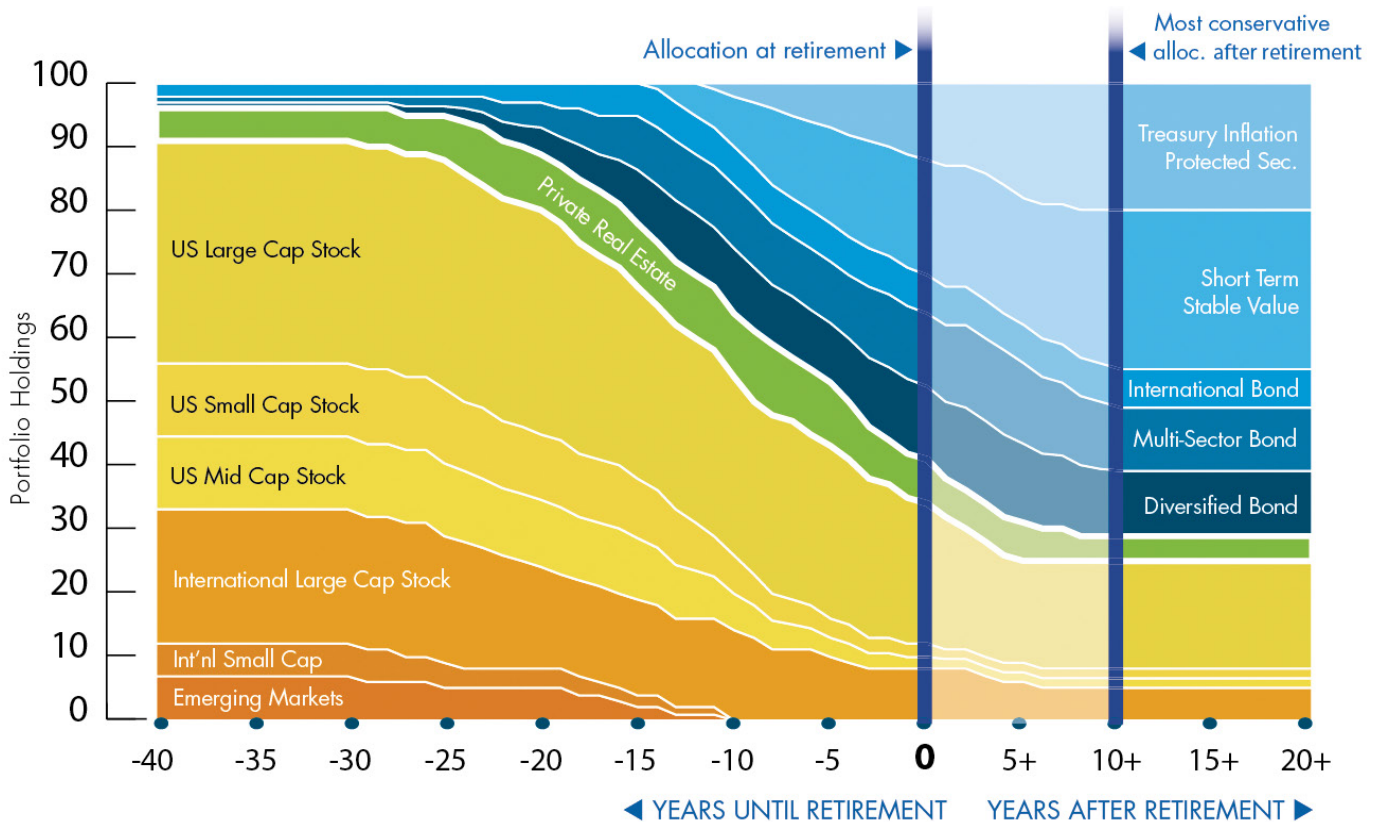
When you reach retirement age and beyond, your assets are moved into more conservative portfolios with enough stock investments to permit your earnings to keep pace with inflation. Eventually, your assets will merge into the final PCA Target Retirement Fund known as the ‘Harvester Fund,’ the most conservative portfolio, which is primarily invested in bonds and other fixed-income investments.

Why should you consider the PCA Target Retirement Funds? These funds offer the following important advantages:

- **Easy to use.** You make only one investment decision—but that doesn’t mean you’re putting all your eggs in one basket. Your account is broadly invested in a diversified portfolio of eleven or more different mutual funds that are allocated and managed by professional investment managers.
- **A smart investment choice.** Many retirement plan savers invest too conservatively to achieve the investment returns they need to reach their retirement goals; others experience losses by chasing returns and moving their money into whatever investment is “hot” in the current market—in other words, buying high, when prices are at their peak. The PCA Target Retirement Funds help you avoid both of these pitfalls.
- **No more investment worries.** Once you’ve selected a Target Retirement Fund, you can rest knowing your retirement savings are on target and invested appropriately—and your investments will be automatically adjusted for you as you get closer to retirement. Your retirement plan is on autopilot, and it will get you where you need to go—no worries!

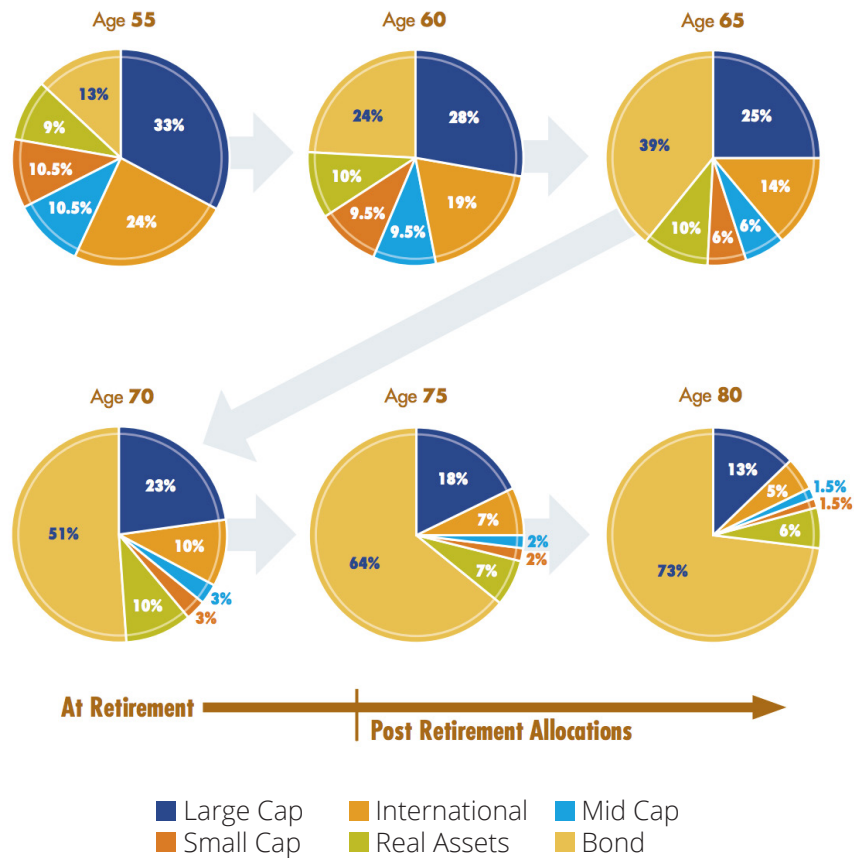
The PCA Target Retirement Funds use some of the PCA Core Funds described in the next section, as well as some investment options exclusive to the Target Retirement Funds.

PCA Target Retirement Fund Glide Path



The chart above shows the percentage of a PCA Target Retirement Fund invested in stock and bond investments along a timeline of years before (-) and years after (+) retirement. You will note as an investor approaches retirement his/her allocation of stock investments (equities) will gradually decrease and be replaced with more conservative investments, such as bonds (fixed income). This is a very important process which automatically happens and incrementally reduces the risk associated with your PCA Target Retirement Fund.

Target Retirement 2030



A Practical Example

Consider the case of a 55 year old minister who expects to retire in 2030 at the age of 70. Here is how his investment allocation would change over time, if he were invested in a PCA Target Retirement Fund.

PCA Core Funds

The PCA Retirement Plan also offers a variety of core investment funds to its participants. You may invest in any one or more of the PCA Core funds, and change investments from one fund to another, with no fees or commissions. However, frequent short term trading is strongly discouraged. Certain mutual funds within the PCA Retirement Plan discourage this behavior by imposing trading restrictions or redemption fees. Most investors will not be affected by these measures and will find the investment, management, and administrative expenses of the funds significantly lower than those in many other plans. For more information on specific fund expenses, trading restrictions or redemption fees, please refer to our 'Fund Fact Sheets' at www.pcarbi.org.



- **PCA Large Cap Growth Fund***—is a broadly diversified portfolio which invests in the stocks of large domestic companies using a growth style of investing. The U.S. companies held within this fund generally have market capitalizations (a measure of a company's size) greater than ten billion dollars. 25% of this fund is actively managed, and 75% is passively managed by investing in an index fund that replicates the stocks and companies listed in the "Russell 1000 Growth Index." This fund is invested using morally restricted guidelines.
- **PCA Large Cap Value Fund***—is a broadly diversified portfolio which invests in the stocks of large domestic companies using a value style of investing. The U.S. companies held within this fund generally have market capitalizations (a measure of a company's size) greater than ten billion dollars. Twenty-five percent of this fund is actively managed, and seventy-five percent is passively managed by investing in an index fund that replicates the stocks and companies listed in the "Russell 1000 Value Index." This fund is invested using morally restricted guidelines.
- **S&P500 Stock Index Fund**—is a broadly diversified portfolio which invests by replicating the stocks of companies listed in the Standard and Poor's 500 stock index. The index is a composite of the 500 leading U.S. large companies and is considered a key indicator of the overall U.S. stock market.
- **PCA Mid Cap Growth Fund***—is a broadly diversified portfolio which invests in the stocks of mid-size domestic companies using a growth style of investing. The U.S. companies held within this fund generally have market capitalizations (a measure of company's size) less than ten billion dollars but greater than two billion dollars. This fund is invested using morally restricted guidelines.

- **PCA Mid Cap Value Fund***— is a broadly diversified portfolio which invests in the stocks of mid-size domestic companies using a value style of investing. The U.S. companies held within this fund generally have market capitalizations (a measure of company's size) less than ten billion dollars but greater than two billion dollars. This fund is invested using morally restricted guidelines.
- **PCA Small Cap Fund***— is a broadly diversified portfolio which invests in the stocks of small domestic companies. The U.S. companies held within this fund generally have market capitalizations (a measure of company's size) less than two billion dollars. This fund is invested using morally restricted guidelines.
- **International Stock Fund**— is a broadly diversified portfolio which invests in the stocks of large and small companies based outside the United States. This fund has primary exposure to companies in developed markets, and to a lesser extent, in emerging markets.
- **PCA Diversified Bond Fund***— is a broadly diversified portfolio which invests in medium to high quality bonds across all sectors, including U.S. government, corporate, and mortgage-backed securities. This fund seeks to preserve income by placing emphasis on diversification and intermediate to long maturities. This fund is invested using morally restricted guidelines.
- **Conservative Bond Fund**— is a broadly diversified portfolio which invests predominantly in high quality short to intermediate term bonds. The average maturity of the fund is typically two to five years. The fund seeks to preserve income by taking advantage of a variety of relative value opportunities, maintaining investment flexibility, and adjusting duration in response to actual yield curve conditions.
- **Stable Value Fund** – is an investment option that seeks to provide safety of principal and a stable credited rate of interest, while generating competitive returns over time compared to other comparable investments. It is primarily invested in high quality, diversified fixed income investments that are protected against interest rate volatility by contracts from banks and insurance companies.

*Morally Screened Investments: Moral screening is a feature offered to participants who prefer their investments to exclude companies involved in abortion, gambling, pornography, certain lifestyle issues, bioethics and human rights. The screening used by select PCA Core Funds is one of the most disciplined and thorough in the market. Investments in securities within these funds are independently monitored by RBI through a Christian investment consulting firm that specializes in this arena.

Schwab Personal Choice Retirement Account®

If you're comfortable making your own investment decisions and wish for a broader array of investments than is offered within the PCA Target Retirement or Core Funds, you may open a Schwab Personal Choice Retirement Account (PCRA) and transfer a minimum of \$5,000 and up to 50% of your account balance. Through Schwab, you can invest in any of more than 7,900 mutual funds. Some sales and purchases may be subject to fees and commissions, and there are minimum purchase requirements.

To find out more about the mutual funds offered through the Charles Schwab PCRA, call 888-893-PCRA (7272). To open your own PCRA within your PCA Retirement Account, download our PCA Self-Directed Brokerage Account brochure at www.pcarbi.org. The brochure contains the provisions of the account, frequently asked questions, enrollment instructions, and our PCA Schwab PCRA release agreement.

Detailed information about any PCA investment option can be obtained by visiting www.pcarbi.org or by calling RBI at 1-800-789-8765.



| Resources



Financial planning and investing are complex topics, so it is good to know where to turn for help. You can receive personal assistance by contacting an RBI service representative by phone (1-800-789-8765) or e-mail (retirement@pcanet.org) Monday through Friday, 8 a.m. to 5 p.m. Eastern time. You may also make an appointment to talk with a representative outside normal business hours. To make an appointment to speak with an RBI Financial Planning Advisor, please call 678-825-1198.

Additionally, you may log onto www.nwps401k.com for access to your PCA Retirement Plan account 24 hours a day, seven days a week. Or you can speak to a representative with our business partners at NWPS, our retirement plan administrator, between 8:00 a.m. and 8:00 p.m. Eastern time, Monday through Friday, by calling 1-877-543-0055.

Want to know more? RBI offers a wide variety of resources on its website, including worksheets and calculators to help you with a variety of financial issues. Visit pcarbi.org and, using the search feature at the top right-hand corner of the page, search for "Calculators." Select the "Calculators" search result to check out these tools.

Investment Calculators

Asset Allocator Your age, ability to tolerate risk, and several other factors are used to calculate a desirable mix of stocks, bonds, and cash.

Investment Returns There is more to investing than knowing your annual rate of return. Use this calculator to see how inflation, taxes, and your time horizon can affect your bottom line.

Retirement Savings And Planning

403(b) Savings Calculator Your 403(b) retirement plan can be one of your best tools for creating a secure retirement.

How Important Is Social Security? Use this calculator to determine how losing this important retirement asset could affect you.

Required Minimum Distributions Use this calculator to determine your required minimum distributions (RMD) as an account owner of a retirement account. This financial calculator also looks at potential future years' distribution requirements.

**Retirement
Contribution Effects
On Your Paycheck**

Use this calculator to see how increasing your contributions to a traditional 403(b) or other tax-deferred plan can affect your paycheck, as well as your retirement.

Retirement Planner

Quickly determine if your retirement plan is on track — and learn how to keep it there.

**Social Security
Benefits**

Use this calculator to estimate your Social Security benefits.

Tax Calculators

1040 Tax Calculator

How much will you pay in income taxes? Use this 1040 tax calculator to help determine your tax bill for next April.

**Marginal Tax
Calculator**

Use this to determine your marginal and effective tax rates. This calculator sorts through the tax brackets and filing options to calculate your true tax liability.

**Self-Employment
Taxes**

If you are self-employed or operate a farm, use this calculator to determine your self-employment taxes.

Savings Calculators

**Emergency Savings
Calculator**

This calculator helps you determine how much emergency savings you may need, and how you can begin saving toward this important goal.

Savings Calculator

Find out how consistent investments, over a number of years, can be an effective strategy to accumulate wealth.

These interactive calculators are made available to you as self-help tools for your independent use and are not intended to provide investment advice. PCA Retirement & Benefits cannot and does not guarantee their applicability or accuracy in regard to your individual circumstances. All examples are hypothetical and for illustrative purposes only. We encourage you to seek personalized advice from a qualified professional regarding all personal financial issues.

Important Terms You Should Know



Active management — a portfolio management strategy that attempts to add value relative to a passive management style by employing a specialized strategy, such as market timing, sector rotation, factor or theme selection, and/or security selection. See passive management.

Asset class— in investments, the general type or category into which an investment falls. Asset classes include stocks (equities), bonds (fixed-income investments), and short-term investments.

Balance— the total accumulation in a member's accounts.

Bonds— any interest-bearing or discounted government or corporate security that obligates the issuer to pay the bondholder a specified sum of money, usually at specific intervals, and to repay the principal amount of the loan at maturity. Bondholders have an IOU from the issuer, but no corporate ownership privileges, as stockholders do.

Conservative— referring to an investment philosophy that accepts below-average investment returns in order to avoid significant risks.

Contributions— in the PCA Retirement Plan, amounts paid into a member's account by the member or an employer.

Diversification— in investments, spreading risk by putting assets in several categories of investments: stocks, bonds, money market instruments, and real estate, for example; or several industries; or a Target Retirement Fund, with its broad range of investments in a single portfolio.

Dividend— distribution of earnings to shareholders. The amount is decided by the board of directors and is usually paid quarterly. Dividends must be declared as income in the year they are received. Mutual fund dividends are paid out of income, usually on a quarterly basis, from the fund's investments.

Earnings— in investments, the interest and/or dividends generated by an investment, plus the appreciation in the investment's market value. Earnings can also refer to income of a business.

Equities— securities representing ownership interest possessed by shareholders in a corporation -- stocks, as opposed to bonds.

Expense ratio— the amount shareholders pay annually for fund operating expenses and management fees, expressed as a percentage of total investment.

Growth strategy— an investment strategy that focuses on long-term capital growth (as opposed to dividend or interest income). The investment manager typically is looking for stocks of companies that are expected to have above-average increases in revenues and earnings.

Income— typically refers to the interest and dividends paid to investors in bonds and stocks.

Inflation— rise in the prices of goods and services, as happens when spending increases relative to the supply of goods on the market — in other words, too much money chasing too few goods. Moderate inflation is a common result of economic growth.

Interest rate— rate of interest charged for the use of money, usually expressed as an annual rate. The rate is derived by dividing the amount of interest by the amount of principal borrowed. For example, if a bank charged \$10 per year in interest to borrow \$100, it would be charging a 10% interest rate.

Investment objectives— financial objectives an investor uses to determine which kind of investment is appropriate. For example, if the investor's objective is growth of capital, he may opt for growth-oriented mutual funds or individual stocks. If she is more interested in income, she might purchase income-oriented mutual funds or individual bonds.

Investment portfolio— combined holding of more than one stock, bond, mutual fund, or other asset by an individual or institutional investor. The purpose of a portfolio is to reduce risk by diversification.

Large cap— refers to stock of companies with a large capitalization (number of shares outstanding times the price of the shares). Large cap stocks typically have at least \$10 billion in outstanding market value.

Long-term— typically refers to a holding period of five to ten years.

Market— a public place where products or services are bought and sold, directly or through intermediaries. Also called a marketplace.

Market risk— that part of a security's risk which is common to all securities of the same general class (stocks, bonds, etc.) and thus cannot be eliminated by diversification.

Mid cap— refers to stock of companies with a mid-level capitalization (number of shares outstanding times the price of the shares). Mid cap stocks typically have between \$2 and \$10 billion in outstanding market value.

Passive management— a portfolio management strategy that aims to match the performance of a market or customized index as closely as possible. See active management.

PCA Core Funds— a selection of individual investment options available to PCA Retirement Plan participants. Five of the funds — PCA Large Cap Growth Fund, PCA Large Cap Value Fund, PCA Mid Cap Growth Fund, PCA Mid Cap Value Fund, and PCA Diversified Bond Fund — are invested using morally restricted guidelines.

PCA Target Retirement Funds— a selection of investment portfolios designated by "target retirement" dates and invested appropriately according to time horizon. The longer the time horizon, the greater the concentration in stock investments and the greater the market risk. As the time horizon shortens, investments are shifted gradually from stocks into bonds, inflation-protected investments, and short-term reserves with lower market risk.

Portfolio— in this context, it refers to the collection of, or the sum of, all of your financial assets such as stock mutual funds, bond mutual funds, real asset mutual funds, and money market mutual funds, which are held in your retirement account.

Principal— the value of a security, not including income.

Returns— in finance and investment, the profit on a securities or capital investment, usually expressed as an annual percentage rate.

Risk— typically refers to the short-term volatility or variability of an investment.

Securities— instruments that signify an ownership position in a corporation (a stock), a creditor

relationship with a corporation or governmental body (a bond), or rights to ownership such as those represented by options, subscription rights, and subscription warrants.

Short-term— typically refers to a holding period of one year or less.

Small cap— refers to stock of companies with a small capitalization (number of shares outstanding times the price of the shares). Small cap stocks typically have less than \$2 billion in outstanding market value.

Stocks— in investments, ownership of a corporation represented by shares that are a claim on the corporation's earnings and assets. Common stock usually entitles the shareholder to vote in the election of directors and other matters taken up at shareholder meetings. Preferred stock generally does not confer voting rights but it has a prior claim on assets and earnings — dividends must be paid on preferred stock before any can be paid on common stock.

Value strategy— an investment strategy focusing on stocks of companies in which current assets exceed total liabilities on a per-share basis by more than the market price of the stock. Value investing emphasizes asset value more than earnings projections.

Volatility— characteristic of a security or market to rise or fall sharply in price within a short period. For example, stocks are generally considered more volatile than bonds as a class; individual stocks can have different levels of volatility.

Weighted expense ratio— the combined expense ratio of a portfolio of investments. See expense ratio.

1700 North Brown Rd, Suite 106, Lawrenceville, GA 30043 • Phone: 800.789.8765 • Fax: 678.825.1261

Indicate by checking the box(es) below for new benefits or updates requested with this application.

New Retirement Enrollment **New Insurance Enrollment** **Update for Retirement** **Update for Insurance**

403(b) Retirement Plan

Life Insurance (select one or more)

Employee \$25,000 to six times salary \$

Spouse \$5,000 to lessor of \$50,000 or 50% of Employee amount \$

Child \$0 or \$10,000 (must have Emp life to select) \$

Long Term Disability (select one)

With Short-term disability protection added?

Enhanced Employer-paid; best protection Yes No

Basic Employer-paid; basic protection Yes No

Voluntary Employee-paid; basic protection Yes No

Dental Plan (select one)

Who will be enrolled?

Enhanced Employee Employee + Spouse Employee + Child Family

Basic Employee Employee + Spouse Employee + Child Family

Voluntary Employee Employee + Spouse Employee + Child Family

Vision Plan (select one)

Who will be enrolled?

Enhanced Employee Employee + Spouse Employee + Child Family

Basic Employee Employee + Spouse Employee + Child Family

Voluntary Employee Employee + Spouse Employee + Child Family

ServantCare Counseling Employer or employee-paid professional Christian counseling service

1 – Employee Information

First Name **Middle** **Last Name**

Suffix **Nickname** **Date of Birth** **Gender**
 Male Female **Marital Status**
 Single Married

Address **City** **State** **ZIP**

Personal Email **Personal Phone Number** **Working 30+ hrs/week**
 Yes No **W-2 Employee**
 Yes No

Office Email **Office Phone Number** **US Citizen** **SSN**
 Yes No

Job Description **Date of Hire** ***Annual Taxable Salary** ***Annual Non-Taxable Housing Allowance – if Ordained**
\$ \$

If Teaching Elder: Presbytery **Presbytery Classification** **If Ordained: Date of Ordination**

Prior PCA Employer/Position/End Date – if applicable

*Please call our office if you have questions about what to enter as **Taxable** or **Non-Taxable** compensation. 800-789-8765

2 – Spouse Information

If you would like to submit a Beneficiary or Beneficiaries, please request the RBI Beneficiary Form. Your beneficiary is the person you name to receive the current value of your life insurance and/or the current balance of your retirement plan investment account upon the event of your death.

First Name **Middle** **Last**

Nickname **Date of Birth** **Gender**
 Male Female

Email **Phone Number**

Please continue to the next page to complete the form.

3 – Employer Information		<i>Complete this section with information about the hiring Church or organization. The employer must be a PCA organization or an approved PCA-related organization.</i>	
Name of Employer		PCA Org ID – if known	
Mailing Address			
City	State	ZIP	Employer Phone Number
Employer Contact Name		Employer Contact Email	
4 – Signatures		<i>Signatures for both the Employer and Employee are required for processing by RBI.</i>	
Treasurer/Administrator's Signature		Date:	
Employee Signature		Date:	
<i>Please do not remit a <u>Retirement Plan</u> contribution before notification of the account being open and ready to receive contributions.</i>			
5 – Submit form to RBI for Processing		<i>You may submit forms by US Mail or by FAX but our preference is by Email attachment.</i>	
To submit as secure Email attachment, request a secure link by emailing enrollment@pcarbi.org . FAX: 678-825-1261			
6 – RBI Use Only			
PCA Org ID	Participant ID	PayType	LTD Filter
Notes		Processed By	

Instructions for Using the Salary Reduction Agreement

You may use the form on the back to: 1) contribute money from your salary to your PCA retirement account, 2) change your current employee contribution percentage or specific dollar amount, or 3) stop the employee contribution to your account.

General Information

Your Salary Reduction Agreement is a legally binding document between you and your employer. It directs your employer to reduce your otherwise taxable compensation by a specific percentage or dollar amount. Your employer takes on the responsibility of sending your contribution, as specified in the Agreement, to the PCA Retirement Plan. Your employer may also make contributions to the plan in addition to your employee contributions.

For most participants, it would be prudent to designate a contribution as a percentage of salary rather than a fixed dollar amount (if your employer permits that choice). With the percentage method, if your salary increases during the year, your contributions will increase automatically without your having to complete a new Agreement.

IRS maximum limitations on annual contributions apply. You may make changes to the percentage or dollar amount of your current employee contribution at any time, but these changes cannot be made retroactively. Your current Salary Reduction Agreement will continue in effect until you sign a new Agreement. You may cancel your Salary Reduction Agreement at any time by completing a new Agreement.

Participating organizations may have additional restrictions on employee elections and effective dates. Please check with your employer to verify such information as (i) whether Roth after-tax contributions are permitted, (ii) whether you are limited to reducing your salary by either a percentage or a dollar amount, and (iii) how often you can make changes to your Salary Reduction Agreement.

Section Employee Information

1

Provide all the employee information requested. This form is not valid unless all applicable sections are completed.

Section Employee Election

2

Provide detailed information about your employee contribution. First, determine whether you are going to make a traditional pre-tax contribution or a Roth after-tax contribution to your account. Next, under the appropriate contribution type, select one of the three options listed. If you are a first time participant in the plan, check "New." If you are already a participant in the plan and you wish to modify your current contribution, check "Change." If you wish to stop your contributions to the plan, check "Terminate". Last, if you checked "New" or "Change," indicate the percentage of your salary or the specific annual dollar amount you want to have contributed to your PCA Retirement account.

Section Effective Date

3

Specify an effective date for your Salary Reduction Agreement. The effective date can be the first day of your next payroll period or another date in the future. If you select another date in the future, you need to fill in the date in the space provided.

Section Employee and Employer Signatures

4

Indicate your authorization by signing and dating the form at the bottom of the page. Return the Agreement to your business administrator's office.

Keep a copy of the Agreement signed by you and your employer for your records. Your employer will keep the original. Do not send the Agreement to RBI.

If you need help completing this Agreement, please speak with one of our RBI Service Representatives at 1.800.789.8765 Monday through Friday, 8 a.m. to 5 p.m. Eastern time.

PCA Retirement Plan Salary Reduction Agreement

Section 1 – Employee Information

Participant name: First _____ MI _____ Last _____

Street Address: _____

City: _____ State: _____ Zip: _____

Social Security Number: _____ Marital Status: Married Single Birth Date: ____ / ____ / ____

Daytime Phone: (_____) _____ Email: _____

Section 2 – Employee Election

This agreement is made between the employee and the employer. Any change to this agreement must be filed in accordance with procedures established by the employer.

I, the undersigned employee, authorize my employer to reduce my gross annual salary by the dollar amount or percentage listed below. I understand that this change can only be made on my future earnings.

TRADITIONAL (PRE-TAX) CONTRIBUTIONS

New Change Terminate Reduce my salary by \$ _____ (dollar amount) or _____% (percentage of salary) not to exceed applicable legal limitations.

ROTH (AFTER-TAX) CONTRIBUTIONS

New Change Terminate Reduce my salary by \$ _____ (dollar amount) or _____% (percentage of salary) not to exceed applicable legal limitations.

Section 3 – Effective Date

Make the effective date of this agreement the first day of the next pay period.

Make the effective date of this agreement as of: ____ / ____ / _____. (Must be a date in the future)

Section 4 – Employee And Employer Signatures

I understand the amount of such reduction, pursuant to this election, will be withheld from my paychecks and paid by my employer into my account in the plan. I understand that percentage salary reductions will be made based on otherwise taxable compensation, therefore excluding any non-taxable housing allowance or any other form of non-taxable compensation. I understand (1) my election regarding Roth contributions is irrevocable once the employer withholds the contributions from my paycheck; and (2) any change of election regarding Roth contributions is effective only for contributions from paychecks I receive after the plan administrator accepts my change of election. I further understand that written notice must be given before the effective date of any modification. Finally, I understand that the IRS imposes limitations on maximum amounts able to be deferred in a particular year. This election will remain in effect until I revoke it in writing or until I complete a new Salary Reduction Agreement.

Employee signature: _____ Date: ____ / ____ / ____

Employer signature: _____ Date: ____ / ____ / ____

Plan name: Presbyterian Church in America 403(b)(9) Retirement Plan

Complete and Return to Your Employer

All benefits described in this booklet are subject to the definitions, limitations, and exclusions listed in the PCA Retirement Plan Document. If there are any conflicts discovered between the language of this booklet and the contract, the contract will supercede. No oral statement of any person shall modify or otherwise affect the benefits, limitations, and exclusions of this booklet, convey or void any coverage, increase or reduce any benefits under the Plan, or be used in the prosecution or defense of a claim under the Plan.

**For further information or questions,
call PCA Retirement & Benefits at 1-800-789-8765.**

Benefits available from PCA Retirement & Benefits:

PCA SHORT AND LONG-TERM DISABILITY PLANS

PCA LIFE & ACCIDENTAL DEATH & DISMEMBERMENT PLANS

PCA DENTAL PLANS

PCA VISION PLANS

SERVANTCARE COUNSELING

PCA RETIREMENT PLAN

PROPERTY & LIABILITY INSURANCE PLANS

STATE-MANDATED SHORT-TERM LEAVE SOLUTIONS

PCA MINISTERIAL RELIEF

PCA SELF-DIRECTED BROKERAGE ACCOUNT



**1700 North Brown Road, Suite 106
Lawrenceville, Georgia 30043-8143**

Toll-free: 1-800-789-8765

Phone: 678-825-1260

Fax: 678-825-1261

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www.pcarbi.org