

Berean Fellowship of Churches 403(b) Retirement Plan

Dear Berean Fellowship of Churches Affiliated Church or Ministry:

Preparing for the future is a priority for all staff of Berean Fellowship of Churches. Realizing that our time of “retirement” may last for 30 years, it is important for us to be prepared financially for that season of life. Working together, starting as early as we can, and contributing to your retirement plan will be crucial in accomplishing success of financial well-being in the future.

With this purpose in mind, Berean Fellowship of Churches Board of Directors has established Berean Fellowship of Churches 403(b) Retirement Plan. The overall administration of the plan is the responsibility of the Berean Fellowship of Churches 403(b) Retirement Plan Oversight Committee. Envoy Financial, and its associated companies, have been chosen and approved to provide our retirement plan and services as an alternative to your current retirement plan.

Berean Fellowship of Churches Retirement Website: <https://bfc-retirement.com/>

Envoy Financial (Colorado Springs, CO) contact: www.EnvoyFinancial.com

All questions about the Plan, the set-up process, and administration. PlanSponsor@EnvoyFinancial.com.

The telephone number is (888) 879-1376.

Retirement Plan Set Process:

The following online plan design process is for you to review, complete, sign, and submit the needed information to begin the Retirement Plan Implementation Process.

Please note:

You will have the opportunity to pay the nominal installation fee, \$100.00, on our secure website at the conclusion of providing the information needed for Retirement Plan Implementation.

Documents to be signed:

Below is a description of each document that will be completed to setup the retirement plan and includes its purpose, function, and required signatures. The Member Sponsor is your individual church/ministry.

Member Sponsor Board Resolution – this document allows your ministry’s governing board to authorize the adoption of the Berean Fellowship of Churches 403(b) Retirement Plan. Signed by authorized person.

Member Sponsor Adoption Agreement – this document serves two functions.

First, it provides Envoy TPA and Recordkeeping, Inc. with the accurate information that is needed to establish your church’s retirement plan. Second, this document allows your church/ministry to establish certain plan design elements that will be unique to your individual plan, and signed by your internal Plan Representative, the individual who provides basic HR/payroll operations of the retirement plan within your church/ministry.

Member Sponsor Schedule of Plan Administration Duties – this document is intended to communicate to the adopting Member Sponsor the key duties that they will be responsible for with regards to the periodic administration of the retirement plan. The Member Sponsor Schedule of Plan Administration Duties will need to be signed by your internal Plan Representative.

With Best Wishes,
Envoy Financial

On behalf of the Retirement Plan Oversight Committee of the Berean Fellowship of Churches 403(b) Retirement Plan.