

## **P-18 Procedure for Churches in Arrears with BOP**

If a church is in arrears, the following actions will take place:

In arrears from 1 to 60 days:

A representative from the Compensation, Relationship and Retirement Subcommittee of the Committee on Ministry will contact the Church's Treasurer, Clerk of Session, and Board of Pensions Member whose dues are in arrears indicating that the COM is aware of the church being in arrears, and seeking to discover if the COM's help is needed.

In arrears for over 61 days:

A representative from the Compensation, Relationship and Retirement Subcommittee of the Committee on Ministry will contact the Clerk of Session, and Board of Pensions Member whose dues are in arrears. A meeting will be held with the Session to discuss the following options: 1) set up a payment schedule with the Board of Pensions or 2) reduce the number of hours the minister is employed so as to reduce the cost of dues (including reducing the hours below 20 per week to eliminate any dues at all) or 3) move to dissolve the relationship.

In arrears for over 120 days:

Representatives from the Committee on Ministry including at least one member from the Compensation, Relationship and Retirement Subcommittee will meet with the Session and Board of Pensions Member whose dues are in arrears. During this meeting, the option that the session has chosen will be implemented (see above).

If the Session and Board of Pensions member refuse to cooperate with this process, then the matter will be referred to the sub-committee of Committee on Ministry, Compensation, Relationships and Retirement, for action.