



Board of Pensions & Health Benefits

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South Carolina Conference of The United Methodist Church

To: District Superintendents/District Offices/All Full Time Pastors

Re: New Personal Retirement Contribution Management Page

From: Rev. Rett Haselden, Director, Conference Pensions & Benefits

Date: July 31st, 2025

Beginning August 1st, 2025, there will be a new Personal Retirement Contribution Management page in the online clergy portal (the same portal where pastor's update their Pastor Profile). This new page will only be available to active clergy serving Full Time, and will be the place where full time pastors update their Personal Retirement Contribution. This new portal will enable pastors and the Pensions and Benefits Office to better manage pastor retirement contributions in the new Compass plan.

The new page will allow pastors to select from Tax Deferred, Roth, or After-Tax contribution types to their Retirement plan. In each contribution type the pastor will be able to select from a whole dollar contribution or percentage contribution. If the pastor selects a percentage contribution in one contribution type they can opt in to the automatic escalation feature for their contribution, and their contribution will increase by 1% the following January. Auto-escalation is not available for whole dollar contributions or if multiple contribution types have been elected.

Beginning with 2026 MSFs, it will no longer be possible to input the pastor's Retirement Contribution directly in the Ministerial Support Form. All changes, including for Charge Conference, will go through the new Pastor's Retirement Contribution Page on the Clergy Portal.

If changes to contribution amounts are made outside of Charge Conference season, once the new election is submitted in the Clergy Portal it will be processed and approved by the Pensions and Benefits Office and the new amount will be available on the Ministerial Support Form. For Charge Conference, the effective date should be 01/01/XXXX of the upcoming year. This change will automatically populate in the newly create MSF for the next year.

The new Pastor Pension page goes live on August 1st so that pastors will have time to explore the new tool and make changes ahead of Charge Conference. For questions or more information, please contact Rev. Rett Haselden, Conference Benefits Officer.

Step-by-Step Guide:

1. Visit umcsc.org and select “Church/Pastor login” from the login tab at the top of the homepage.
2. Login using your conference email address and password.
3. From the Clergy Portal Homepage select the “Personal Retirement Management Contribution” link.
4. Choose from “Before-Tax,” “Roth,” and “After-Tax” Contribution types or a combination of the three up to all three.
5. Choose “percentage” or “whole dollar amount” contribution for each contribution type you wish to use.
6. If you choose “percentage of compensation” in only one contribution type, then make your election to enroll in or decline automatic escalation. If auto-escalation is selected your contribution will increase by 1% on January 1st of the upcoming year.
6. Choose the “Not make” option for any contribution type you don’t wish to use.
7. Select an “Effective Date of changes made.” The first option will be the earliest your changes can be effective. The last option will be 01/01/XXXX of the upcoming year. For your Charge Conference Ministerial Support Form designation, select 01/01/XXXX.
8. Enter an optional alternate email address if desired.
9. Enter an email address for the person who handles your payroll. This is mandatory for submission.
10. Click “Submit changes to be processed” to finalize your selections.