

**THE EPISCOPAL DIOCESE OF SOUTHERN VIRGINIA CAFETERIA PLAN**

**TABLE OF CONTENTS**

**ARTICLE I  
DEFINITIONS**

**ARTICLE II  
PARTICIPATION**

2.1 ELIGIBILITY ..... 2  
2.2 EFFECTIVE DATE OF PARTICIPATION ..... 2  
2.3 TERMINATION OF PARTICIPATION ..... 2  
2.4 TERMINATION OF EMPLOYMENT ..... 2

**ARTICLE III  
CONTRIBUTIONS TO THE PLAN**

3.1 SALARY REDIRECTION ..... 2  
3.2 APPLICATION OF CONTRIBUTIONS ..... 3  
3.3 PERIODIC CONTRIBUTIONS ..... 3

**ARTICLE IV  
BENEFITS**

4.1 BENEFIT OPTIONS ..... 3  
4.2 HEALTH INSURANCE BENEFIT ..... 3  
4.3 DENTAL INSURANCE BENEFIT ..... 3  
4.4 VISION INSURANCE BENEFIT ..... 3  
4.5 NONDISCRIMINATION REQUIREMENTS ..... 4

**ARTICLE V  
PARTICIPANT ELECTIONS**

5.1 INITIAL ELECTIONS ..... 4  
5.2 SUBSEQUENT ANNUAL ELECTIONS ..... 4  
5.3 FAILURE TO ELECT ..... 4  
5.4 CHANGE IN STATUS ..... 4

**ARTICLE VI  
BENEFITS AND RIGHTS**

6.1 CLAIM FOR BENEFITS ..... 7

**ARTICLE VII  
ADMINISTRATION**

7.1 PLAN ADMINISTRATION ..... 7  
7.2 EXAMINATION OF RECORDS ..... 7  
7.3 PAYMENT OF EXPENSES ..... 8  
7.4 INSURANCE CONTROL CLAUSE ..... 8  
7.5 INDEMNIFICATION OF ADMINISTRATOR ..... 8

**ARTICLE VIII  
AMENDMENT OR TERMINATION OF PLAN**

8.1 AMENDMENT ..... 8

8.2 TERMINATION..... 8

**ARTICLE IX  
MISCELLANEOUS**

9.1 PLAN INTERPRETATION ..... 8  
9.2 GENDER AND NUMBER..... 8  
9.3 WRITTEN DOCUMENT ..... 8  
9.4 EXCLUSIVE BENEFIT ..... 8  
9.5 PARTICIPANT'S RIGHTS ..... 8  
9.6 ACTION BY THE EMPLOYER..... 9  
9.7 EMPLOYER'S PROTECTIVE CLAUSES ..... 9  
9.8 NO GUARANTEE OF TAX CONSEQUENCES ..... 9  
9.9 INDEMNIFICATION OF EMPLOYER BY PARTICIPANTS ..... 9  
9.10 FUNDING ..... 9  
9.11 GOVERNING LAW..... 9  
9.12 SEVERABILITY ..... 9  
9.13 CAPTIONS..... 9  
9.14 UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT (USERRA) ..... 9

# THE EPISCOPAL DIOCESE OF SOUTHERN VIRGINIA CAFETERIA PLAN

## INTRODUCTION

The Employer has adopted this Plan effective January 1, 2019, to recognize the contribution made to the Employer by its Employees. Its purpose is to reward them by providing benefits for those Employees who shall qualify hereunder and their Dependents and beneficiaries. The concept of this Plan is to allow Employees to choose among different types of benefits based on their own particular goals, desires and needs. The Plan shall be known as The Episcopal Diocese of Southern Virginia Cafeteria Plan (the "Plan").

The intention of the Employer is that the Plan qualify as a "Cafeteria Plan" within the meaning of Section 125 of the Internal Revenue Code of 1986, as amended, and that the benefits which an Employee elects to receive under the Plan be excludable from the Employee's income under Section 125(a) and other applicable sections of the Internal Revenue Code of 1986, as amended.

## ARTICLE I DEFINITIONS

1.1 **"Administrator"** means the Employer unless another person or entity has been designated by the Employer pursuant to Section 7.1 to administer the Plan on behalf of the Employer. If the Employer is the Administrator, the Employer may appoint any person, including, but not limited to, the Employees of the Employer, to perform the duties of the Administrator. Any person so appointed shall signify acceptance by filing written acceptance with the Employer. Upon the resignation or removal of any individual performing the duties of the Administrator, the Employer may designate a successor.

1.2 **"Affiliated Employer"** means the Employer and any corporation which is a member of a controlled group of corporations (as defined in Code Section 414(b)) which includes the Employer; any trade or business (whether or not incorporated) which is under common control (as defined in Code Section 414(c)) with the Employer; any organization (whether or not incorporated) which is a member of an affiliated service group (as defined in Code Section 414(m)) which includes the Employer; and any other entity required to be aggregated with the Employer pursuant to Treasury regulations under Code Section 414(o).

1.3 **"Benefit" or "Benefit Options"** means any of the optional benefit choices available to a Participant as outlined in Section 4.1.

1.4 **"Cafeteria Plan Benefit Dollars"** means the amount available to Participants to purchase Benefit Options as provided under Section 4.1. Each dollar contributed to this Plan shall be converted into one Cafeteria Plan Benefit Dollar.

1.5 **"Code"** means the Internal Revenue Code of 1986, as amended or replaced from time to time.

1.6 **"Compensation"** means the amounts received by the Participant from the Employer during a Plan Year.

1.7 **"Dependent"** means any individual who qualifies as a dependent under an Insurance Contract for purposes of coverage under that Contract only under Code Section 152 (as modified by Code Section 105(b)).

**"Dependent"** shall include any Child of a Participant who is covered under an Insurance Contract, as defined in the Contract, or as allowed by reason of the Affordable Care Act.

1.8 **"Effective Date"** means January 1, 2019.

1.9 **"Election Period"** means the period immediately preceding the beginning of each Plan Year established by the Administrator, such period to be applied on a uniform and nondiscriminatory basis for all Employees and Participants. However, an Employee's initial Election Period shall be determined pursuant to Section 5.1.

1.10 **"Eligible Employee"** means any Employee who has satisfied the provisions of Section 2.1.

An individual shall not be an "Eligible Employee" if such individual is not reported on the payroll records of the Employer as a common law employee. In particular, it is expressly intended that individuals not treated as common law employees by the Employer on its payroll records are not "Eligible Employees" and are excluded from Plan participation even if a court or administrative agency determines that such individuals are common law employees and not independent contractors.

1.11 **"Employee"** means any person who is employed by the Employer. The term Employee shall include leased employees within the meaning of Code Section 414(n)(2).

1.12 **"Employer"** means The Episcopal Diocese of Southern Virginia and any other Employer (as defined in Section 1.2) which shall adopt this Plan; any successor which shall maintain this Plan; any predecessor which has maintained this Plan; and any other entity that executes a Supplemental Participation Agreement. Where appropriate, the term Employer shall include any Participating, Affiliated or Adopting Employer. A list of Participating Employers is attached hereto as Exhibit A.

1.13 **"ERISA"** means the Employee Retirement Income Security Act of 1974, as amended from time to time.

1.14 **"Insurance Contract"** means any contract issued by an Insurer underwriting a Benefit.

1.15 **"Insurer"** means any insurance company that underwrites a Benefit under this Plan.

1.16 **"Participant"** means any Eligible Employee who becomes a Participant pursuant to Section 2.2 and has not for any reason become ineligible to participate further in the Plan.

1.17 **"Plan"** means this instrument, including all amendments thereto.

1.18 **"Plan Year"** means the 12-month period beginning January 1 and ending December 31. The Plan Year shall be the coverage period for the Benefits provided for under this Plan. In the event a Participant commences participation during a Plan Year, then the initial coverage period shall be that portion of the Plan Year commencing on such Participant's date of entry and ending on the last day of such Plan Year.

1.19 **"Premium Expenses"** or **"Premiums"** mean the Participant's cost for the Benefits described in Section 4.1.

1.20 **"Salary Redirection"** means the contributions made by the Employer on behalf of Participants pursuant to Section 3.1. These contributions shall be converted to Cafeteria Plan Benefit Dollars and allocated to the funds or accounts established under the Plan pursuant to the Participants' elections made under Article V.

1.21 **"Salary Redirection Agreement"** means an agreement which is deemed to be entered into between the Participant and the Employer under which the Participant agrees to reduce his Compensation or to forego all or part of the increases in such Compensation and to have such amounts contributed by the Employer to the Plan on the Participant's behalf. The Salary Redirection Agreement shall apply only to Compensation that has not been actually or constructively received by the Participant as of the date of the agreement (after taking this Plan and Code Section 125 into account) and, subsequently does not become currently available to the Participant.

1.22 **"Spouse"** means spouse as determined under Federal law.

## **ARTICLE II PARTICIPATION**

### **2.1 ELIGIBILITY**

Any Eligible Employee shall be eligible to participate hereunder as of the date he satisfies the eligibility conditions for the Employer's group medical plan, the provisions of which are specifically incorporated herein by reference.

### **2.2 EFFECTIVE DATE OF PARTICIPATION**

An Eligible Employee shall become a Participant effective as of the date on which he satisfies the requirements of Section 2.1, unless such Employee elects, during the Election Period, not to participate in the Plan.

### **2.3 TERMINATION OF PARTICIPATION**

A Participant shall no longer participate in this Plan upon the occurrence of any of the following events:

- (a) **Termination of employment.** The Participant's termination of employment, subject to the provisions of Section 2.4;
- (b) **Death.** The Participant's death; or
- (c) **Termination of the plan.** The termination of this Plan, subject to the provisions of Section 8.2.

### **2.4 TERMINATION OF EMPLOYMENT**

If a Participant's employment with the Employer is terminated for any reason other than death, his participation in the Benefit Options provided under Section 4.1 shall cease, subject to the Participant's right to continue coverage under any Insurance Contract for which premiums have already been paid.

## **ARTICLE III CONTRIBUTIONS TO THE PLAN**

### **3.1 SALARY REDIRECTION**

Benefits under the Plan shall be financed by Salary Redirections sufficient to support Benefits that a Participant has elected hereunder and to pay the Participant's Premium Expenses. A Participant's salary shall be automatically reduced unless the Participant

elects, during the Election Period, not to participate in the Plan. For new Participants, the Salary Redirection Agreement shall only be applicable from the first day of the pay period following the Employee's entry date up to and including the last day of the Plan Year.

Any Salary Redirection shall be determined prior to the beginning of a Plan Year (subject to initial elections pursuant to Section 5.1) and prior to the end of the Election Period and shall be irrevocable for such Plan Year. However, a Participant may revoke a Benefit election or a Salary Redirection Agreement after the Plan Year has commenced and make a new election with respect to the remainder of the Plan Year, if both the revocation and the new election are on account of and consistent with a change in status and such other permitted events as determined under Article V of the Plan and consistent with the rules and regulations of the Department of the Treasury. Salary Redirection amounts shall be contributed on a pro rata basis for each pay period during the Plan Year. All individual Salary Redirection Agreements are deemed to be part of this Plan and incorporated by reference hereunder.

### 3.2 APPLICATION OF CONTRIBUTIONS

As soon as reasonably practical after each payroll period, the Employer shall apply the Salary Redirection to provide the Benefits elected by the affected Participants.

### 3.3 PERIODIC CONTRIBUTIONS

Notwithstanding the requirement provided above and in other Articles of this Plan that Salary Redirections be contributed to the Plan by the Employer on behalf of an Employee on a level and pro rata basis for each payroll period, the Employer and Administrator may implement a procedure in which Salary Redirections are contributed throughout the Plan Year on a periodic basis that is not pro rata for each payroll period.

## ARTICLE IV BENEFITS

### 4.1 BENEFIT OPTIONS

Each Participant may elect any one or more of the following optional Benefits:

- (1) Health Insurance Benefit
- (2) Dental Insurance Benefit
- (3) Vision Insurance Benefit

### 4.2 HEALTH INSURANCE BENEFIT

(a) **Coverage for Participant and Dependents.** Each Participant may elect to be covered under a health Insurance Contract for the Participant, his or her Spouse, and his or her Dependents.

(b) **Employer selects contracts.** The Employer may select suitable health Insurance Contracts for use in providing this health insurance benefit, which policies will provide uniform benefits for all Participants electing this Benefit.

(c) **Contract incorporated by reference.** The rights and conditions with respect to the benefits payable from such health Insurance Contract shall be determined therefrom, and such Insurance Contract shall be incorporated herein by reference.

### 4.3 DENTAL INSURANCE BENEFIT

(a) **Coverage for Participant and/or Dependents.** Each Participant may elect to be covered under the Employer's dental Insurance Contract. In addition, the Participant may elect either individual or family coverage under such Insurance Contract.

(b) **Employer selects contracts.** The Employer may select suitable dental Insurance Contracts for use in providing this dental insurance benefit, which policies will provide uniform benefits for all Participants electing this Benefit.

(c) **Contract incorporated by reference.** The rights and conditions with respect to the benefits payable from such dental Insurance Contract shall be determined therefrom, and such dental Insurance Contract shall be incorporated herein by reference.

### 4.4 VISION INSURANCE BENEFIT

(a) **Coverage for Participant and/or Dependents.** Each Participant may elect to be covered under the Employer's vision Insurance Contract. In addition, the Participant may elect either individual or family coverage.

(b) **Employer selects contracts.** The Employer may select suitable vision Insurance Contracts for use in providing this vision insurance benefit, which policies will provide uniform benefits for all Participants electing this Benefit.

(c) **Contract incorporated by reference.** The rights and conditions with respect to the benefits payable from such vision Insurance Contract shall be determined therefrom, and such vision Insurance Contract shall be incorporated herein by reference.

#### 4.5 NONDISCRIMINATION REQUIREMENTS

(a) **Intent to be nondiscriminatory.** It is the intent of this Plan to provide benefits to a classification of employees which the Secretary of the Treasury finds not to be discriminatory in favor of the group in whose favor discrimination may not occur under Code Section 125.

(b) **Adjustment to avoid test failure.** If the Administrator deems it necessary to avoid discrimination or possible taxation to a group of employees in whose favor discrimination may not occur in violation of Code Section 125, it may, but shall not be required to, reduce contributions or non-taxable Benefits in order to assure compliance with the Code and regulations. Any act taken by the Administrator shall be carried out in a uniform and nondiscriminatory manner. With respect to any affected Participant who has had Benefits reduced pursuant to this Section, the reduction shall be made proportionately among insured Benefits.

### ARTICLE V PARTICIPANT ELECTIONS

#### 5.1 INITIAL ELECTIONS

An Employee who meets the eligibility requirements of Section 2.1 on the first day of, or during, a Plan Year may elect not to participate in this Plan for all or the remainder of such Plan Year, provided he elects to do so on or before his effective date of participation pursuant to Section 2.2.

#### 5.2 SUBSEQUENT ANNUAL ELECTIONS

During the Election Period prior to each subsequent Plan Year, each Participant shall be given the opportunity to elect not to participate in the Plan. With regard to subsequent annual elections, the following options shall apply:

(a) A Participant or Employee who elected not to participate may elect to participate for the next Plan Year.

(b) A Participant may terminate his participation in the Plan by notifying the Administrator in writing during the Election Period that he does not want to participate in the Plan for the next Plan Year;

(c) An Employee who elects not to participate for the Plan Year following the Election Period will have to wait until the next Election Period before again electing to participate in the Plan, except as provided for in Section 5.4.

#### 5.3 FAILURE TO ELECT

With regard to Benefits available under the Plan for which Premium Expenses apply, any Participant who fails to complete a new benefit election form pursuant to Section 5.2 by the end of the applicable Election Period shall be deemed to have made the same Benefit elections as are then in effect for the current Plan Year. The Participant shall also be deemed to have elected Salary Redirection in an amount necessary to purchase such Benefit options.

#### 5.4 CHANGE IN STATUS

(a) **Change in status defined.** Any Participant may change a Benefit election after the Plan Year (to which such election relates) has commenced and make new elections with respect to the remainder of such Plan Year if, under the facts and circumstances, the changes are necessitated by and are consistent with a change in status which is acceptable under rules and regulations adopted by the Department of the Treasury, the provisions of which are incorporated by reference. Notwithstanding anything herein to the contrary, if the rules and regulations conflict, then such rules and regulations shall control.

In general, a change in election is not consistent if the change in status is the Participant's divorce, annulment or legal separation from a Spouse, the death of a Spouse or Dependent, or a Dependent ceasing to satisfy the eligibility requirements for coverage, and the Participant's election under the Plan is to cancel accident or health insurance coverage for any individual other than the one involved in such event. In addition, if the Participant, Spouse or Dependent gains or loses eligibility for coverage, then a Participant's election under the Plan to cease or decrease coverage for that individual under the Plan corresponds with that change in status only if coverage for that individual becomes applicable or is increased under the family member plan.

Regardless of the consistency requirement, if the individual, the individual's Spouse, or Dependent becomes eligible for continuation coverage under the Employer's group health plan as provided in Code Section 4980B or any similar state law, then the

individual may elect to increase payments under this Plan in order to pay for the continuation coverage. However, this does not apply for COBRA eligibility due to divorce, annulment or legal separation.

Any new election shall be effective at such time as the Administrator shall prescribe, but not earlier than the first pay period beginning after the election form is completed and returned to the Administrator. For the purposes of this subsection, a change in status shall only include the following events or other events permitted by Treasury regulations:

- (1) **Legal Marital Status:** events that change a Participant's legal marital status, including marriage, divorce, death of a Spouse, legal separation or annulment;
- (2) **Number of Dependents:** Events that change a Participant's number of Dependents, including birth, adoption, placement for adoption, or death of a Dependent;
- (3) **Employment Status:** Any of the following events that change the employment status of the Participant, Spouse, or Dependent: termination or commencement of employment, a strike or lockout, commencement or return from an unpaid leave of absence, or a change in worksite. In addition, if the eligibility conditions of this Plan or other employee benefit plan of the Employer of the Participant, Spouse, or Dependent depend on the employment status of that individual and there is a change in that individual's employment status with the consequence that the individual becomes (or ceases to be) eligible under the plan, then that change constitutes a change in employment under this subsection;
- (4) **Dependent satisfies or ceases to satisfy the eligibility requirements:** An event that causes the Participant's Dependent to satisfy or cease to satisfy the requirements for coverage due to attainment of age, student status, or any similar circumstance; and
- (5) **Residency:** A change in the place of residence of the Participant, Spouse or Dependent, that would lead to a change in status (such as a loss of HMO coverage).

Notwithstanding anything in this Section to the contrary, the gain of eligibility or change in eligibility of a child, as allowed under Code Sections 105(b) and 106, and guidance thereunder, shall qualify as a change in status.

(b) **Special enrollment rights.** Notwithstanding subsection (a), the Participants may change an election for group health coverage during a Plan Year and make a new election that corresponds with the special enrollment rights provided in Code Section 9801(f), including those authorized under the provisions of the Children's Health Insurance Program Reauthorization Act of 2009 (CHIP); provided that such Participant meets the sixty (60) day notice requirement imposed by Code Section 9801(f) (or such longer period as may be permitted by the Plan and communicated to Participants). Such change shall take place on a prospective basis, unless otherwise required by Code Section 9801(f) to be retroactive.

(c) **Qualified Medical Support Order.** Notwithstanding subsection (a), in the event of a judgment, decree, or order (including approval of a property settlement) ("order") resulting from a divorce, legal separation, annulment, or change in legal custody which requires accident or health coverage for a Participant's child (including a foster child who is a Dependent of the Participant):

- (1) The Plan may change an election to provide coverage for the child if the order requires coverage under the Participant's plan; or
- (2) The Participant shall be permitted to change an election to cancel coverage for the child if the order requires the former Spouse to provide coverage for such child, under that individual's plan and such coverage is actually provided.

(d) **Medicare or Medicaid.** Notwithstanding subsection (a), a Participant may change elections to cancel accident or health coverage for the Participant or the Participant's Spouse or Dependent if the Participant or the Participant's Spouse or Dependent is enrolled in the accident or health coverage of the Employer and becomes entitled to coverage (i.e., enrolled) under Part A or Part B of the Title XVIII of the Social Security Act (Medicare) or Title XIX of the Social Security Act (Medicaid), other than coverage consisting solely of benefits under Section 1928 of the Social Security Act (the program for distribution of pediatric vaccines). If the Participant or the Participant's Spouse or Dependent who has been entitled to Medicaid or Medicare coverage loses eligibility, that individual may prospectively elect coverage under the Plan if a benefit package option under the Plan provides similar coverage.

(e) **Cost increase or decrease.** If the cost of a Benefit provided under the Plan increases or decreases during a Plan Year, then the Plan shall automatically increase or decrease, as the case may be, the Salary Redirections of all affected Participants for such Benefit. Alternatively, if the cost of a benefit package option increases significantly, the Administrator shall permit the affected Participants to either make corresponding changes in their payments or revoke their elections and, in lieu thereof, receive on a prospective basis coverage under another benefit package option with similar coverage, or drop coverage prospectively if there is no benefit package option with similar coverage.

A cost increase or decrease refers to an increase or decrease in the amount of elective contributions under the Plan, whether resulting from an action taken by the Participants or an action taken by the Employer.



(f) **Loss of coverage.** If the coverage under a Benefit is significantly curtailed or ceases during a Plan Year, affected Participants may revoke their elections of such Benefit and, in lieu thereof, elect to receive on a prospective basis coverage under another plan with similar coverage, or drop coverage prospectively if no similar coverage is offered.

(g) **Addition of a new benefit.** If, during the period of coverage, a new benefit package option or other coverage option is added, an existing benefit package option is significantly improved, or an existing benefit package option or other coverage option is eliminated, then the affected Participants may elect the newly-added option, or elect another option if an option has been eliminated prospectively and make corresponding election changes with respect to other benefit package options providing similar coverage. In addition, those Eligible Employees who are not participating in the Plan may opt to become Participants and elect the new or newly improved benefit package option.

(h) **Loss of coverage under certain other plans.** A Participant may make a prospective election change to add group health coverage for the Participant, the Participant's Spouse or Dependent if such individual loses group health coverage sponsored by a governmental or educational institution, including a state children's health insurance program under the Social Security Act, the Indian Health Service or a health program offered by an Indian tribal government, a state health benefits risk pool, or a foreign government group health plan.

(i) **Change of coverage due to change under certain other plans.** A Participant may make a prospective election change that is on account of and corresponds with a change made under the plan of a Spouse's, former Spouse's or Dependent's employer if (1) the cafeteria plan or other benefits plan of the Spouse's, former Spouse's or Dependent's employer permits its participants to make a change; or (2) the cafeteria plan permits participants to make an election for a period of coverage that is different from the period of coverage under the cafeteria plan of a Spouse's, former Spouse's or Dependent's employer.

(j) **Changes due to reduction in hours or enrollment in an Exchange Plan.** A Participant may prospectively revoke coverage under the group health plan (that is not a health Flexible Spending Account) which provides minimum essential coverage (as defined in Code §5000A(f)(1)) provided the following conditions are met:

Conditions for revocation due to reduction in hours of service:

- (1) The Participant has been reasonably expected to average at least 30 hours of service per week and there is a change in that Participant's status so that the Participant will reasonably be expected to average less than 30 hours of service per week after the change, even if that reduction does not result in the Participant ceasing to be eligible under the group health plan; and
- (2) The revocation of coverage under the group health plan corresponds to the intended enrollment of the Participant, and any related individuals who cease coverage due to the revocation, in another plan that provides minimum essential coverage with the new coverage effective no later than the first day of the second month following the month that includes the date the original coverage is revoked.

The Administrator may rely on the reasonable representation of the Participant who is reasonably expected to have an average of less than 30 hours of service per week for future periods that the Participant and related individuals have enrolled or intend to enroll in another plan that provides minimum essential coverage for new coverage that is effective no later than the first day of the second month following the month that includes the date the original coverage is revoked.

Conditions for revocation due to enrollment in a Qualified Health Plan:

- (1) The Participant is eligible for a Special Enrollment Period to enroll in a Qualified Health Plan through a Marketplace (federal or state exchange) pursuant to guidance issued by the Department of Health and Human Services and any other applicable guidance, or the Participant seeks to enroll in a Qualified Health Plan through a Marketplace during the Marketplace's annual open enrollment period; and
- (2) The revocation of the election of coverage under the group health plan corresponds to the intended enrollment of the Participant and any related individuals who cease coverage due to the revocation in a Qualified Health Plan through a Marketplace for new coverage that is effective beginning no later than the day immediately following the last day of the original coverage that is revoked.

The Administrator may rely on the reasonable representation of a Participant who has an enrollment opportunity for a Qualified Health Plan through a Marketplace that the Participant and related individuals have enrolled or intend to enroll in a Qualified Health Plan for new coverage that is effective beginning no later than the day immediately following the last day of the original coverage that is revoked.

**ARTICLE VI  
BENEFITS AND RIGHTS**

**6.1 CLAIM FOR BENEFITS**

(a) **Insurance claims.** Any claim for Benefits underwritten by Insurance Contract(s) shall be made to the Insurer. If the Insurer denies any claim, the Participant or beneficiary shall follow the Insurer's claims review procedure.

**ARTICLE VII  
ADMINISTRATION**

**7.1 PLAN ADMINISTRATION**

The Employer shall be the Administrator, unless the Employer elects otherwise. The Employer may appoint any person, including, but not limited to, the Employees of the Employer, to perform the duties of the Administrator. Any person so appointed shall signify acceptance by filing acceptance in writing (or such other form as acceptable to both parties) with the Employer. Upon the resignation or removal of any individual performing the duties of the Administrator, the Employer may designate a successor.

If the Employer elects, the Employer shall appoint one or more Administrators. Any person, including, but not limited to, the Employees of the Employer, shall be eligible to serve as an Administrator. Any person so appointed shall signify acceptance by filing acceptance in writing (or such other form as acceptable to both parties) with the Employer. An Administrator may resign by delivering a resignation in writing (or such other form as acceptable to both parties) to the Employer or be removed by the Employer by delivery of notice of removal (in writing or such other form as acceptable to both parties), to take effect at a date specified therein, or upon delivery to the Administrator if no date is specified. The Employer shall be empowered to appoint and remove the Administrator from time to time as it deems necessary for the proper administration of the Plan to ensure that the Plan is being operated for the exclusive benefit of the Employees entitled to participate in the Plan in accordance with the terms of the Plan and the Code.

The operation of the Plan shall be under the supervision of the Administrator. It shall be a principal duty of the Administrator to see that the Plan is carried out in accordance with its terms, and for the exclusive benefit of Employees entitled to participate in the Plan. The Administrator shall have full power and discretion to administer the Plan in all of its details and determine all questions arising in connection with the administration, interpretation, and application of the Plan. The Administrator may establish procedures, correct any defect, supply any information, or reconcile any inconsistency in such manner and to such extent as shall be deemed necessary or advisable to carry out the purpose of the Plan. The Administrator shall have all powers necessary or appropriate to accomplish the Administrator's duties under the Plan. The Administrator shall be charged with the duties of the general administration of the Plan as set forth under the Plan, including, but not limited to, in addition to all other powers provided by this Plan:

- (a) To make and enforce such procedures, rules and regulations as the Administrator deems necessary or proper for the efficient administration of the Plan;
- (b) To interpret the provisions of the Plan, the Administrator's interpretations thereof in good faith to be final and conclusive on all persons claiming benefits by operation of the Plan;
- (c) To decide all questions concerning the Plan and the eligibility of any person to participate in the Plan and to receive benefits provided by operation of the Plan;
- (d) To reject elections or to limit contributions or Benefits for certain highly compensated participants if it deems such to be desirable in order to avoid discrimination under the Plan in violation of applicable provisions of the Code;
- (e) To provide Employees with a reasonable notification of their benefits available by operation of the Plan and to assist any Participant regarding the Participant's rights, benefits or elections under the Plan;
- (f) To keep and maintain the Plan documents and all other records pertaining to and necessary for the administration of the Plan;
- (g) To appoint such agents, counsel, accountants, consultants, and other persons or entities as may be required to assist in administering the Plan.

Any procedure, discretionary act, interpretation or construction taken by the Administrator shall be done in a nondiscriminatory manner based upon uniform principles consistently applied and shall be consistent with the intent that the Plan shall continue to comply with the terms of Code Section 125 and the Treasury regulations thereunder.

**7.2 EXAMINATION OF RECORDS**

The Administrator shall make available to each Participant, Eligible Employee and any other Employee of the Employer such records as pertain to their interest under the Plan for examination at reasonable times during normal business hours.

**7.3 PAYMENT OF EXPENSES**

Any reasonable administrative expenses shall be paid by the Employer unless the Employer determines that administrative costs shall be borne by the Participants under the Plan or by any Trust Fund which may be established hereunder. The Administrator may impose reasonable conditions for payments, provided that such conditions shall not discriminate in favor of highly compensated employees.

**7.4 INSURANCE CONTROL CLAUSE**

In the event of a conflict between the terms of this Plan and the terms of an Insurance Contract of an independent third party Insurer whose product is then being used in conjunction with this Plan, the terms of the Insurance Contract shall control as to those Participants receiving coverage under such Insurance Contract. For this purpose, the Insurance Contract shall control in defining the persons eligible for insurance, the dates of their eligibility, the conditions which must be satisfied to become insured, if any, the benefits Participants are entitled to and the circumstances under which insurance terminates.

**7.5 INDEMNIFICATION OF ADMINISTRATOR**

The Employer agrees to indemnify and to defend to the fullest extent permitted by law any Employee serving as the Administrator or as a member of a committee designated as Administrator (including any Employee or former Employee who previously served as Administrator or as a member of such committee) against all liabilities, damages, costs and expenses (including attorney's fees and amounts paid in settlement of any claims approved by the Employer) occasioned by any act or omission to act in connection with the Plan, if such act or omission is in good faith.

**ARTICLE VIII  
AMENDMENT OR TERMINATION OF PLAN**

**8.1 AMENDMENT**

The Employer, at any time or from time to time, may amend any or all of the provisions of the Plan without the consent of any Employee or Participant. No amendment shall have the effect of modifying any benefit election of any Participant in effect at the time of such amendment, unless such amendment is made to comply with Federal, state or local laws, statutes or regulations.

**8.2 TERMINATION**

The Employer reserves the right to terminate this Plan, in whole or in part, at any time. In the event the Plan is terminated, no further contributions shall be made. Benefits under any Insurance Contract shall be paid in accordance with the terms of the Insurance Contract.

**ARTICLE IX  
MISCELLANEOUS**

**9.1 PLAN INTERPRETATION**

All provisions of this Plan shall be interpreted and applied in a uniform, nondiscriminatory manner. This Plan shall be read in its entirety and not severed except as provided in Section 9.12.

**9.2 GENDER AND NUMBER**

Wherever any words are used herein in the masculine, feminine or neuter gender, they shall be construed as though they were also used in another gender in all cases where they would so apply, and whenever any words are used herein in the singular or plural form, they shall be construed as though they were also used in the other form in all cases where they would so apply.

**9.3 WRITTEN DOCUMENT**

This Plan, in conjunction with any separate written document which may be required by law, is intended to satisfy the written Plan requirement of Code Section 125 and any Treasury regulations thereunder relating to cafeteria plans.

**9.4 EXCLUSIVE BENEFIT**

This Plan shall be maintained for the exclusive benefit of the Employees who participate in the Plan.

**9.5 PARTICIPANT'S RIGHTS**

This Plan shall not be deemed to constitute an employment contract between the Employer and any Participant or to be a consideration or an inducement for the employment of any Participant or Employee. Nothing contained in this Plan shall be deemed to give any Participant or Employee the right to be retained in the service of the Employer or to interfere with the right of the Employer to

discharge any Participant or Employee at any time regardless of the effect which such discharge shall have upon him as a Participant of this Plan.

## **9.6 ACTION BY THE EMPLOYER**

Whenever the Employer under the terms of the Plan is permitted or required to do or perform any act or matter or thing, it shall be done and performed by a person duly authorized by its legally constituted authority.

## **9.7 EMPLOYER'S PROTECTIVE CLAUSES**

(a) **Insurance purchase.** Upon the failure of either the Participant or the Employer to obtain the insurance contemplated by this Plan (whether as a result of negligence, gross neglect or otherwise), the Participant's Benefits shall be limited to the insurance premium(s), if any, that remained unpaid for the period in question and the actual insurance proceeds, if any, received by the Employer or the Participant as a result of the Participant's claim.

(b) **Validity of insurance contract.** The Employer shall not be responsible for the validity of any Insurance Contract issued hereunder or for the failure on the part of the Insurer to make payments provided for under any Insurance Contract. Once insurance is applied for or obtained, the Employer shall not be liable for any loss which may result from the failure to pay Premiums to the extent Premium notices are not received by the Employer.

## **9.8 NO GUARANTEE OF TAX CONSEQUENCES**

Neither the Administrator nor the Employer makes any commitment or guarantee that any amounts paid to or for the benefit of a Participant under the Plan will be excludable from the Participant's gross income for federal or state income tax purposes, or that any other federal or state tax treatment will apply to or be available to any Participant. It shall be the obligation of each Participant to determine whether each payment under the Plan is excludable from the Participant's gross income for federal and state income tax purposes, and to notify the Employer if the Participant has reason to believe that any such payment is not so excludable. Notwithstanding the foregoing, the rights of Participants under this Plan shall be legally enforceable.

## **9.9 INDEMNIFICATION OF EMPLOYER BY PARTICIPANTS**

If any Participant receives one or more payments or reimbursements under the Plan that are not for a permitted Benefit, such Participant shall indemnify and reimburse the Employer for any liability it may incur for failure to withhold federal or state income tax or Social Security tax from such payments or reimbursements. However, such indemnification and reimbursement shall not exceed the amount of additional federal and state income tax (plus any penalties) that the Participant would have owed if the payments or reimbursements had been made to the Participant as regular cash compensation, plus the Participant's share of any Social Security tax that would have been paid on such compensation, less any such additional income and Social Security tax actually paid by the Participant.

## **9.10 FUNDING**

Unless otherwise required by law, contributions to the Plan need not be placed in trust or dedicated to a specific Benefit, but may instead be considered general assets of the Employer until the Premium Expense required under the Plan has been paid. Furthermore, and unless otherwise required by law, nothing herein shall be construed to require the Employer or the Administrator to maintain any fund or segregate any amount for the benefit of any Participant, and no Participant or other person shall have any claim against, right to, or security or other interest in, any fund, account or asset of the Employer from which any payment under the Plan may be made.

## **9.11 GOVERNING LAW**

This Plan is governed by the Code and the Treasury regulations issued thereunder (as they might be amended from time to time). In no event shall the Employer guarantee the favorable tax treatment sought by this Plan. To the extent not preempted by Federal law, the provisions of this Plan shall be construed, enforced and administered according to the laws of the Commonwealth of Virginia.

## **9.12 SEVERABILITY**

If any provision of the Plan is held invalid or unenforceable, its invalidity or unenforceability shall not affect any other provisions of the Plan, and the Plan shall be construed and enforced as if such provision had not been included herein.

## **9.13 CAPTIONS**

The captions contained herein are inserted only as a matter of convenience and for reference, and in no way define, limit, enlarge or describe the scope or intent of the Plan, nor in any way shall affect the Plan or the construction of any provision thereof.

## **9.14 UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT (USERRA)**

Notwithstanding any provision of this Plan to the contrary, contributions, benefits and service credit with respect to qualified military service shall be provided in accordance with the Uniform Services Employment And Reemployment Rights Act (USERRA) and the regulations thereunder.

IN WITNESS WHEREOF, this Plan document is hereby executed this \_\_\_\_\_ day of \_\_\_\_\_.

The Episcopal Diocese of Southern Virginia

By \_\_\_\_\_  
EMPLOYER

# **EXHIBIT A**

# PARTICIPATING EMPLOYERS

Legal Name	Known As Name	Address	City	State	ZIP Code	EIN
All Saints Church	All Saints Episcopal Church	203 Franklin St	South Hill	VA	23970	54-1284805
All Saints' Episcopal Church	All Saints' Episcopal Church	1969 Woodside Ln	Virginia Beach	VA	23454	54-1190850
Brandon Episcopal Church	Brandon Episcopal Church	18706 James River Dr	Disputanta	VA	23842	54-6060944
Bruton Parish	Bruton Parish Church	331 Duke of Gloucester St	Williamsburg	VA	23185	54-0519571
Chanco on the James, Inc.	Chanco on the James, Inc.	394 Floods Dr	Spring Grove	VA	23881	51-0458271
Christ and Grace Church	Christ & Grace Episcopal Church	1545 S Sycamore St	Petersburg	VA	23805	54-0551700
Christ and Saint Luke's Episcopal Church	Christ & St. Luke's Episcopal Church	560 W Olney Rd	Norfolk	VA	23507	54-0575811
Christ Church	Christ Church	16401 Court St	Amelia Court House	VA	23002	54-6138204
Christ Church	Christ Episcopal Church	203 E Main St	Waverly	VA	23890	54-6047690
Christ Episcopal Church	Christ Church	16304 Courthouse Rd	Eastville	VA	23347	54-1071380
Christ Episcopal Church	Christ Episcopal Church	9 Ridgecrest Dr	Danville	VA	24540	54-1252623
Christ Episcopal Church	Christ Episcopal Church	545 N Main St	Halifax	VA	24558	54-1265700
Christ Episcopal Church	Christ Episcopal Church	111 S Church St	Smithfield	VA	23430	54-6058297
Christ the King Episcopal Church	Christ the King Church	4109 Big Bethel Rd	Yorktown	VA	23693	54-1345031
Church of Holy Apostles	Church of the Holy Apostles	1598 Lynnhaven Pkwy	Virginia Beach	VA	23453	54-1085852
Church of the Ascension	Episcopal Church of the Ascension	405 Talbot Hall Rd	Norfolk	VA	23505	54-0616539
Church of the Epiphany	Church of the Epiphany	781 Main St	Danville	VA	24541	54-0505996
Church of the Epiphany	Episcopal Church of the Epiphany	1530 Lafayette Blvd	Norfolk	VA	23509	54-0622184
Church of the Good Shepherd	Church of the Good Shepherd	7800 Lew Jones Rd	McKenney	VA	23872	80-0891521
Church of the Good Shepherd	Church of the Good Shepherd	7400 Hampton Blvd	Norfolk	VA	23505	54-0506453
Church of the Good Shepherd	Church of the Good Shepherd	4206 Springhill Ave	Richmond	VA	23225	54-0579201
Church of the Redeemer	Episcopal Church of the Redeemer	2341 Winterfield Rd	Midlothian	VA	23113	54-0713702
Eastern Shore Chapel	Eastern Shore Chapel	2020 Laskin Rd	Virginia Beach	VA	23454	54-0619621
Emmanuel Church	Emmanuel Episcopal Church	601 Tazewell Ave	Cape Charles	VA	23310	54-1071380
Emmanuel Church	Emmanuel Episcopal Church	400 N High St	Franklin	VA	23851	54-0659815
Emmanuel Church	Emmanuel Episcopal Church	26405 Horsey Rd	Temperanceville	VA	23442	82-1011350
Emmanuel Church	Emmanuel Episcopal Church	5181 Singleton Way	Virginia Beach	VA	23462	54-0801201
Emmanuel Church, Glenmore	Emmanuel Episcopal Church	7825 Howardsville Rd	Buckingham	VA	23921	54-1752318
Emmanuel Episcopal Church	Emmanuel Episcopal Church	66 N Main St	Chatham	VA	24531	54-0883724
Emmanuel Episcopal Church	Emmanuel Episcopal Church	179 E Mercury Blvd	Hampton	VA	23669	54-1024105
Episcopal Church of Saint Paul and Saint Andrew	Church of St. Paul and St. Andrew	512 S Broad St	Kenbridge	VA	23944	54-1087985
Galilee Episcopal Church	Galilee Episcopal Church	3928 Pacific Ave	Virginia Beach	VA	23451	54-0614631
Glebe Church	Glebe Episcopal Church	4400 Nansemond Pkwy	Suffolk	VA	23435	06-1788144
Good Samaritan Episcopal Church	Good Samaritan Episcopal Church	848 Baker Rd	Virginia Beach	VA	23462	54-1777076
Grace Church	Grace Episcopal Church	1400 E Brambleton Ave	Norfolk	VA	23504	54-0647023
Grace Church, Yorktown	Grace Episcopal Church	111 Church St	Yorktown	VA	23690	54-0681945
Hickory Neck Church	Hickory Neck Episcopal Church	8300 Richmond Rd	Toano	VA	23168	54-1096929
Holy Trinity Protestant Episcopal Church	Holy Trinity Episcopal Church	66 Market St	Onancock	VA	23417	54-1088006
Hungars Parish	Hungars Parish	10107 Bayside Rd	Machipongo	VA	23405	54-1071380
Johns Memorial Episcopal Church	Johns Memorial Episcopal Church	400 High St	Farmville	VA	23901	54-6039194
Manakin Episcopal Church	Manakin Episcopal Church	985 Huguenot Trl	Midlothian	VA	23113	54-1100590
Merchants Hope Episcopal Church, Prince George	Merchants Hope Episcopal Church	11500 Merchants Hope Rd	North Prince George	VA	23860	54-1008751
Old Donation Church	Old Donation Episcopal Church	4449 N Witchduck Rd	Virginia Beach	VA	23455	54-0796690
Saint Aidan's Church	St. Aidan Episcopal Church	3201 Edinburgh Dr	Virginia Beach	VA	23452	54-6051807
Saint Andrew's Church	St. Andrew Episcopal Church	4118 Baskerville Rd	Baskerville	VA	23915	54-6116126
Saint Andrew's Church	St. Andrew Episcopal Church	1009 W Princess Anne Rd	Norfolk	VA	23507	54-0584801
Saint Andrew's Episcopal Church	St. Andrew Episcopal Church	400 Windsor Ave	Lawrenceville	VA	23868	54-1023978
Saint Andrew's Episcopal Church	St. Andrew Episcopal Church	45 Main St	Newport News	VA	23601	54-0515724
Saint Anne's Church	St. Anne Episcopal Church	311 Oakleigh Ave	Appomattox	VA	24522	54-1026059
Saint Augustine's Episcopal Church	St. Augustine Episcopal Church	2515 Marshall Ave	Newport News	VA	23607	54-6054959
Saint Barnabas Episcopal Church	St. Barnabas Episcopal Church	5155 Iron Bridge Rd	North Chesterfield	VA	23234	54-0952889
Saint Bride's Episcopal Church	St. Bride Episcopal Church	621 Sparrow Rd	Chesapeake	VA	23325	52-1204297
Saint Christopher's Episcopal Church	St. Christopher Episcopal Church	3300 Cedar Ln	Portsmouth	VA	23703	54-0662577
Saint Cyprian's Episcopal Church	St. Cyprian Episcopal Church	1242 W Queen St	Hampton	VA	23669	54-1271242
Saint David's Episcopal Church	St. David Episcopal Church	1801 Camborne Rd	North Chesterfield	VA	23236	54-1087843
Saint Francis Church	St. Francis Episcopal Church	509 S Rosemont Rd	Virginia Beach	VA	23452	54-0856046

# PARTICIPATING EMPLOYERS

Legal Name	Known As Name	Address	City	State	ZIP Code	EIN
Saint George's Church, Pungoteague	St. George Episcopal Church	30241 Bobtown Rd	Pungoteague	VA	23422	54-6059104
Saint George's Episcopal Church	St. George Episcopal Church	15446 Warwick Blvd	Newport News	VA	23608	54-0944414
Saint James Church	St. James Episcopal Church	2289 Cartersville Rd	Cartersville	VA	23027	54-6127033
Saint James Church	St. James Episcopal Church	275 Waqua Creek Rd	Warfield	VA	23889	54-0314875
Saint James' Church	St. James Episcopal Church	23309 Back St	Accomac	VA	23301	23-7415494
Saint James Episcopal Church	St. James Episcopal Church	928 Effingham St	Portsmouth	VA	23704	54-1280318
Saint John's Church	St. John Episcopal Church	12201 Richmond St	Chester	VA	23831	54-0722042
Saint John's Church	St. John Church	100 W Queens Way	Hampton	VA	23669	54-0519598
Saint John's Church	St. John Episcopal Church	505 Cedar Ln	Hopewell	VA	23860	54-1261842
Saint John's Church	St. John Episcopal Church	842 W Washington St	Petersburg	VA	23803	54-1225413
Saint John's Church	St. John Episcopal Church	424 Washington St	Portsmouth	VA	23704	54-0560480
Saint John's Church	St. John Episcopal Church	828 Kings Hwy	Suffolk	VA	23432	54-6045044
Saint John's Church	St. John's Episcopal Church	493 Renan Rd	Gretna	VA	24557	54-1252334
Saint John's Episcopal Church	St. John Episcopal Church	338 E 4th St	Chase City	VA	23924	54-0841505
Saint John's Episcopal Church	St. John Episcopal Church	197 Mountain Rd	Halifax	VA	24558	54-1258735
Saint Luke's Church	St. Luke Episcopal Church	22430 Main St	Courtland	VA	23837	54-1308289
Saint Luke's Church	St. Luke Episcopal Church	409 N Broad St	Kenbridge	VA	23944	54-1888719
Saint Luke's Church	St. Luke Episcopal Church	2245 Huguenot Trl	Powhatan	VA	23139	54-0856687
Saint Luke's Church	St. Luke's Episcopal Church	424 S Main St	Blackstone	VA	23824	13-5562208
Saint Mark's Church	St. Mark Episcopal Church	3906 State Rte 903	Bracey	VA	23919	54-1147003
Saint Mark's Church	St. Mark Episcopal Church	2605 Cunningham Dr	Hampton	VA	23666	54-6047975
Saint Mark's Church	St. Mark Episcopal Church	142 Tynes St	Suffolk	VA	23434	54-1253610
Saint Martin's Episcopal Church	St. Martin's Episcopal Church	1333 Jamestown Rd	Williamsburg	VA	23185	54-0804455
Saint Matthew's Episcopal Church	St. Matthew Episcopal Church	11919 Beach Rd	Chesterfield	VA	23832	54-1782481
Saint Matthias Episcopal Church	St. Matthias Episcopal Church	11300 W Huguenot St	Midlothian	VA	23113	54-1210149
Saint Michael's Church	St. Michael Episcopal Church	2040 McRae Rd	Bon Air	VA	23235	54-0599902
Saint Michael's Church	St. Michael Episcopal Church	501 Old Town Dr	Colonial Heights	VA	23834	54-0697245
Saint Paul's Church	St. Paul Episcopal Church	221 34th St	Newport News	VA	23607	54-0515729
Saint Paul's Church	St. Paul Episcopal Church	201 St. Paul's Blvd	Norfolk	VA	23510	54-0525603
Saint Paul's Church	St. Paul's Episcopal Church	110 N Union St	Petersburg	VA	23803	54-0515728
Saint Paul's Church, Peytonsburg	St. Paul Episcopal Church	13953 Halifax Rd	Java	VA	24565	54-1030680
Saint Paul's Episcopal Church	St. Paul Episcopal Church	213 N Main St	Suffolk	VA	23434	54-0552401
Saint Paul's Episcopal Church	St. Paul Episcopal Church	11891 Rolfe Hwy	Surry	VA	23883	54-6070034
Saint Paul's Memorial Chapel	St. Paul's Memorial Chapel	115 James Solomon Russell Dr	Lawrenceville	VA	23868	54-1038530
Saint Peter's Episcopal Church	St. Peter's Episcopal Church	224 S Military Hwy	Norfolk	VA	23502	54-0713505
Saint Simon's-by-the-Sea	St. Simon's-by-the-Sea	308 Sandbridge Rd	Virginia Beach	VA	23456	54-1591024
Saint Stephen's Church	St. Stephen Episcopal Church	372 Hiden Blvd	Newport News	VA	23606	54-0697146
Saint Stephen's Church	St. Stephen Episcopal Church	228 Halifax St	Petersburg	VA	23803	54-1111628
Saint Stephen's Church	St. Stephen's Episcopal Church	1445 Norview Ave	Norfolk	VA	23513	54-0713706
Saint Thomas Church	St. Thomas Episcopal Church	6271 Belfield Rd	Freeman	VA	23856	54-1258371
Saint Thomas Episcopal Church	St. Thomas Episcopal Church	233 Mann Dr	Chesapeake	VA	23322	51-0171399
Saint Timothy's Episcopal Church	St. Timothy Episcopal Church	111 6th St	Clarksville	VA	23927	54-6138051
The Episcopal Church of the Advent	Episcopal Church of the Advent	9620 Sherwood Pl	Norfolk	VA	23503	54-0604104
Trinity Church	Trinity Episcopal Church	500 Court St	Portsmouth	VA	23704	54-0505963
Trinity Church	Trinity Episcopal Church	1319 Country Ln	South Hill	VA	23970	54-1098577
Trinity Episcopal Church	Trinity Episcopal Church	500 N Main St	Gretna	VA	24557	54-1092918
Trinity Episcopal Church	Trinity Episcopal Church	520 Yancey St	South Boston	VA	24592	54-0919684