403(b)(9) RETIREMENT PLAN
BASIC PLAN DOCUMENT
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ARTICLE I
INTRODUCTION

1.01 PLAN.

Collectively, the Plan is comprised of this document ("Basic Plan Document"), the Trust, the related Adoption Agreement, any Individual Agreement, and such other list(s), policies or procedures, or written document(s), which, when properly executed or otherwise put into effect, are hereby incorporated by reference and made a part of the Plan as may be necessary or required by law.

The Plan is intended to be a retirement income account program, which satisfies the applicable requirements of Code section 403(b)(9) and any Treasury Regulations promulgated thereunder. The Plan is also intended to be a Church Plan as defined in Section 2.07.

1.02 ESTABLISHMENT OF PLAN.

The Sponsoring Employer establishes this Plan for the exclusive benefit of and in order to provide retirement income security to its Employees by executing an Adoption Agreement with GuideStone.

To the extent permitted by applicable law, Treasury Regulations and other guidance, in the case of an organization that meets the definition of a NQCCO, the Sponsoring Employer intends that any annuity contracts issued by an insurance company or mutual funds provided by a regulated investment company will be investments of this Plan and will not be subject to the requirements of either Code section 403(b)(1) or 403(b)(7) and will instead be subject to the requirements of Code section 403(b)(9).

1.03 RELATIONSHIP OF PLAN TO INDIVIDUAL AGREEMENTS.

The Sponsoring Employer shall be responsible for ensuring that there are no material conflicts between the terms of this Plan and the terms of the Adoption Agreement and any Individual Agreement(s) used as Funding Vehicles under the Plan. In the event there are material conflicts, the terms of this Plan shall control.

1.04 APPLICABILITY OF PLAN.

If the Sponsoring Employer adopts this Plan as a new Plan, the provisions of this Plan, as a new plan, shall apply to those individuals who are active Employees of the Employer on or after the Effective Date of the Sponsoring Employer’s Adoption Agreement, and to Participants under the Plan. The rights and benefits, if any, of former Employees of the Employer whose employment terminated prior to the Effective Date, shall be determined under the provisions of the plan as in effect from time to time prior to that date, unless such former Employee transfers accumulations to this Plan.

If the Sponsoring Employer adopts this Plan as a restated Plan, in substitution for, and in amendment of, any or all existing 403(b) plan(s) administered by the Sponsoring Employer, the provisions of this Plan, as a restated Plan, shall apply solely to an Employee, a Participant, or a deferred vested Participant in a Prior Plan who transfers assets to this Plan, or a former Employee who makes a rollover or transfer as described in Section 5.04 and 5.05 on or after the restated effective date of the Sponsoring Employer’s Plan. The rights and benefits of individuals who became entitled to benefits pursuant to the prior plan are subject to the terms and conditions of such plan.
ARTICLE II
DEFINITIONS

2.01 “Accelerated Vesting Age” means the age when a Participant becomes fully Vested upon Severance from Employment.

2.02 “Account” means the separate account(s) that the Plan Administrator administers under the Plan for a Participant and may include any of the sub-accounts created with respect to the Contributions described in Section 2.11.

2.03 “Adoption Agreement” means the separate 403(b)(9) agreement provided by GuideStone, which contains optional elections of the Sponsoring Employer with respect to the Plan, and which is executed by the Sponsoring Employer in order to establish the Plan, the Individual Agreement for the retirement income account with GuideStone and the related Trust with GuideStone.

2.04 “Affiliate” means an organization required to be aggregated with the Employer for purposes of this Plan under applicable law and any Treasury Regulations.

2.05 “Beneficiary” means, except as otherwise provided in an Individual Agreement, the individual(s), or entities, including a trust, charitable organization or estate that the Plan or a Participant designates and who is or may become entitled to a benefit under the Plan. A Beneficiary who becomes entitled to a benefit under the Plan remains a Beneficiary under the Plan until the Plan Administrator or Trustee has fully distributed to the Beneficiary his/her Plan benefit. A Beneficiary’s right to (and the Plan Administrator’s or a Trustee’s duty to provide to the Beneficiary) information and/or data concerning the Plan does not arise until the Beneficiary first becomes entitled to receive a benefit under the Plan. A Beneficiary and an alternate payee under a qualified domestic relations order (as defined in Code section 414(p)) may also designate a Beneficiary in the manner provided in Section 9.02.

2.06 “Church” means an organization described in Code section 3121(w)(3)(A) and the Treasury Regulations thereunder, and generally refers to a church, a convention or association of churches, or an elementary, secondary school or seminary that is controlled, operated, or principally supported by a church or a convention or association of churches.

2.07 “Church Plan” means a plan within the meaning of Code section 414(e) and section 3(33) of ERISA that is exempt from the provisions of the Code and ERISA that are not applicable to church plans.


2.09 “Compensation” for purposes of allocating Contributions under the Plan, means compensation as selected by the Sponsoring Employer in the Adoption Agreement from among the options described in Sections (A) through (E) below:

(A) “General 415 Compensation” means the compensation defined in Treasury Regulation section 1.415-2(d)(1). Basically, General 415 Compensation includes the taxable compensation of the Employee from the Employer.

(B) “Adjusted 415 Compensation” means the compensation defined in Treasury Regulation section 1.415-2(d)(10). Adjusted 415 Compensation is generally based on the total wages from the Employer for the tax year, with certain adjustments.

(C) “General W-2 Compensation” means the compensation defined in Treasury Regulation section 1.415-2(d)(11)(i). General W-2 Compensation is based on the wages taken into account for purposes of income tax withholding (wage reporting purposes).

(D) “Adjusted W-2 Compensation” means the compensation defined in Treasury Regulation section 1.415-2(d)(11)(ii). Adjusted W-2 Compensation is compensation payable to an Employee with respect to which the Employer is required to withhold income tax. The adjustment to General W-2 Compensation under this definition is primarily the exclusion of taxable group term life insurance.
(E) **“Base Wages”** means: 1) The hourly rate or salary paid for a job performed that does not include bonuses, shift differentials, benefits, incentive premiums, overtime or any pay element other than the base rate, or 2) the wages described by the Sponsoring Employer in the Adoption Agreement, or a separate policy or procedure.

(F) **Compensation for Employers that are NQCCOs.** In the case of an organization that meets the definition of a NQCCO, Compensation, for purposes of allocating Contributions under the Plan, shall not exceed $230,000, as adjusted for cost-of-living increases in accordance with Code section 401(a)(17)(B).

(G) **Compensation to be Taken into Account.** For all Plan Years, the Plan Administrator will take into account only the Compensation determined for the portion of the Plan Year in which the Employee actually is a Participant.

(H) **Elective Deferrals.** Compensation under this Section 2.09 does not include elective deferrals, other than Roth Elective Deferrals, unless the Sponsoring Employer elects in the Adoption Agreement to include elective deferrals for such purpose. For purposes of this subsection, “elective deferrals” are amounts excludible from the Employee’s gross income under Code sections 125, 132(f)(4), 402(g)(3), or 457(b), and contributed by the Employer, at the Employee’s election, to a cafeteria plan, a qualified transportation fringe benefit plan, a 401(k) arrangement, a SARSEP, a tax-sheltered annuity, a SIMPLE plan or a Code section 457(b) plan. This definition is not intended to be more or less restrictive than applicable law and will be interpreted in a manner consistent with the Code and applicable law as in effect for the relevant Plan Year.

(I) **Compensation While Disabled.** Unless otherwise prohibited in an Individual Agreement, if the Sponsoring Employer elects in the Adoption Agreement to provide Employer Contributions to a Participant who is disabled (within the meaning of Code section 22(e)(3)), Compensation for purposes of allocating such Contributions under the Plan means the Compensation the Participant would have received for the Taxable Year if the Participant was paid at the rate of Compensation paid immediately before becoming disabled.

(J) **Compensation Paid Within the Later of 2½ Months After Severance from Employment or the End of the Year.** Unless the Sponsoring Employer elects in the Adoption Agreement to exclude compensation paid within the later of 2½ months after Severance from Employment or the end of the year in which the Severance from Employment occurred, Compensation shall include post-severance compensation. In accordance with applicable law and the Treasury Regulations thereunder, the Plan may include:

1. Payments for services rendered, which the Employer would have paid if employment had continued;
2. Payment for unused accrued sick leave, vacation pay or other leave, which the Employee could have taken if employment had continued; or,
3. Payment from an unfunded nonqualified deferred compensation plan, to the extent includible in income, if the Employee would have received the payments at the same time actually received if employment had continued.

2.10 **“Contract Exchange”** means the movement of all or a portion of the assets in a Participant’s Account from one 403(b) contract to another 403(b) contract with a Vendor who is not regularly receiving contributions under the Plan. A Contract Exchange is not an Investment Exchange, rollover or Transfer, and must be made in accordance with applicable law and Treasury Regulations.

2.11 **“Contributions”** means the contributions the Sponsoring Employer elects to make to the Plan, as indicated in the Adoption Agreement and/or Individual Agreement, and may include Matching Contributions, Missionary Service Contributions, Roth Elective Deferrals, Non-Matching Contributions, Tax Paid Contributions, and/or Tax Sheltered Contributions. In addition, Contributions may include Special Employer Contributions, Rollover Contributions, Roth Rollover Elective Deferrals, Qualified Matching Contributions, Qualified Non-Elective Contributions, and Transfer Contributions.
2.12 **Denominational Service** means a person's completed years and months in the paid employment of a church or convention or association of churches with which the Sponsoring Employer is associated, and/or in the paid employment of an agency or organization that is controlled by or associated with the church or convention or association of churches with which the Sponsoring Employer is associated, or as otherwise specified in the Adoption Agreement.

2.13 **Disabled** or **Disability** means, except as otherwise provided in an Individual Agreement, a condition under which a Participant is unable to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or to be of long-continued and indefinite duration. An Employee will not be considered to be Disabled unless he/she furnishes proof of the existence of Disability on a form, in a manner, and at such times, as required by the Plan Administrator.

2.14 **Disability Date** means the first day of the calendar month during which a Participant becomes Disabled prior to the Participant's Normal Retirement Age.

2.15 **Early Retirement Age** means, except as otherwise provided in an Individual Agreement, age 55.

2.16 **Effective Date** means January 1, 2009, for this Basic Plan Document. The Effective Date of a particular Sponsoring Employer’s Plan will be the date specified in the most recently signed Adoption Agreement.

2.17 **Elective Deferrals** means the contributions made to the Plan at the election of the Participant in lieu of receiving cash compensation pursuant to a Salary Reduction Agreement described in Section 2.65. Elective Deferrals include both Tax Sheltered Contributions and Roth Elective Deferrals. Elective Deferrals also includes any additional elective contributions made by a Participant who is or will be age 50 or older in a Taxable Year, in accordance with, and subject to, Code section 414(v).

2.18 **Employee** means any person who provides services for the Employer as a common law employee of the Employer, but shall not include any former employee of the Employer or independent contractor providing services to the Employer. Notwithstanding the foregoing, it is intended that persons not treated as common law employees on the payroll records of an Employer are to be excluded from Plan participation even if a court or administrative agency determines that such persons are common law employees of the Employer.

2.19 **Employer** means either a Participating Employer or a Sponsoring Employer.

2.20 **Employer Contribution** means a Matching Contribution, Non-Matching Contribution, Missionary Service Contribution, Qualified Matching Contribution, Qualified Non-Elective Contribution and/or a Special Employer Contribution.

2.21 **Employer Contribution Account** means the sum of the sub-accounts maintained for a Participant that are credited with Matching Contributions, Missionary Service Contributions, Non-Matching Contributions, Qualified Matching Contributions, Qualified Non-Elective Contributions and/or Special Employer Contributions made on behalf of the Participant, along with any earnings (or losses) thereon.

2.22 **ERISA** means the Employee Retirement Income Security Act of 1974, as amended.

2.23 **Excluded Employee** means an Employee who is not eligible to participate in the Plan based on the election(s) made by the Sponsoring Employer in the Adoption Agreement.

2.24 **Forfeiture** means the non-vested portion, if any, of a Participant’s Account removed and returned to the Employer as a result of Severance of Employment prior to the Participant becoming 100% Vested in the Account.
2.25 “Funding Vehicle(s)” means one or more annuity contracts (as defined in Code section (403(b)(1)) issued by an insurance company qualified to issue annuities in a state, custodial accounts (as defined in Code section 403(b)(7)) issued by a regulated investment company, or retirement income accounts (as defined in Code section 403(b)(9)) utilized for funding benefits payable under the Plan and specifically approved by the Employer for inclusion under the Plan.


2.27 “Highly Compensated Employee” means any Employee as defined in Code section 414(q). For this purpose, a Highly Compensated Employee is any employee who:

(A) was a 5% owner at any time during the Plan Year or the preceding Plan Year; or

(B) for the preceding year:

(1) Had compensation from the Employer and any Affiliate in excess of $90,000 (as adjusted by the Secretary of the Treasury pursuant to Code section 415(d), except that the base period will be the calendar quarter ending September 30, 1996); and

(2) If the top-paid group option is elected by the Sponsoring Employer for the Plan in the Adoption Agreement, was in the top 20% of Employees of the Employer ranked by compensation for such preceding year.

For purposes of this definition, the term "compensation" means compensation within the meaning of Code section 415(c)(3).

Notwithstanding anything contained herein to the contrary, the definition of Highly Compensated Employee is not intended to be more or less restrictive than applicable law and will be interpreted in a manner consistent with the Code and applicable law as in effect for the relevant Plan Year.

2.28 “Includible Compensation” means an Employee’s actual wages set out in box 1 of Form W-2(s) (increased up to the dollar maximum, by any compensation reduction election under Code sections 125, 132(f), 401(k), 403(b), or 457(b), including any Elective Deferral under the Plan) for a year for services to the Employer. In the case of an organization that meets the definition of a NQCCO, Includible Compensation is subject to a maximum of $230,000 (or such higher maximum as may apply under Code section 401(a)(17). The amount of Includible Compensation is determined without regard to any community property laws.

In the case of an Employee who has had a Severance from Employment, Includible Compensation shall be calculated based on the Employee’s most recent year of service with the Employer, which precedes the Taxable Year by no more than five years.

2.29 “Individual Agreement” means the agreement between a Vendor and the Sponsoring Employer or a Participant that constitutes or governs an annuity contract, custodial account or retirement income account utilized as a Funding Vehicle under the Plan. For purposes of the Plan, the Adoption Agreement constitutes the Individual Agreement with GuideStone.

2.30 “Investment Exchange” means the movement of all or a portion of the assets in a Participant’s Account from one 403(b) contract to another 403(b) contract with Vendors who are regularly receiving contributions under the Plan. An Investment Exchange is not a Contract Exchange, rollover or Transfer, and shall be made in accordance with applicable law and Treasury Regulations.

2.31 “Leased Employee” means an employee described in Code section 414(n). If such a person participates in the Plan as a result of subsequent employment with an Employer, he/she will receive Service credit for his/her employment as a Leased Employee.

2.32 “Limited Retirement Benefit” means, if elected by the Sponsoring Employer in the Adoption Agreement and unless otherwise prohibited in an Individual Agreement, the benefit a Participant is permitted to begin to receive upon or following attainment of age 59½, but only if all of the Participant’s Employer Contribution Account is 100% Vested or would be 100% Vested if Severance from Employment occurred prior to distribution, or as otherwise specified in the Adoption Agreement.
2.33 **“Lodging”** means lodging on the business premises of the Employer which is furnished to an Employee and/or the Employee’s spouse and dependents, pursuant to employment, for the convenience of the Employer, which the Employee is required to accept as a condition of employment, as defined under Code section 119(a).

2.34 **“Matching Contribution”** means an Employer Contribution made as a result of eligible Participant Contributions as selected by the Sponsoring Employer in the Adoption Agreement.

2.35 **“Matching Contribution Account”** means a separate Account maintained for a Participant that is credited with Matching Contributions made on behalf of the Participant, along with any earnings (or losses) thereon.

2.36 **“Minister’s Housing Allowance”** means the portion of a minister of the gospel’s compensation that is eligible to be excluded from income under Code section 107.

2.37 **“Missionary Service Contribution”** means a contribution made by an Employer on an after-tax basis, and which is not a Roth Elective Deferral on behalf of a foreign missionary performing service outside the United States.

2.38 **“Missionary Service Contribution Account”** means a separate Account maintained for a Participant that is credited with Missionary Service Contributions made on behalf of the Participant, along with any earnings (or losses) thereon.

2.39 **“Non-Highly Compensated Employee”** means any Employee who is not a Highly Compensated Employee.

2.40 **“Non-Matching Contribution”** means an Employer Contribution not made as a result of eligible Participant contributions and which is not a Matching Contribution, a Special Employer Contribution or any other Employer Contribution.

2.41 **“Non-Matching Contribution Account”** means a separate Account maintained for a Participant that is credited with Non-Matching Contributions made on behalf of the Participant, along with any earnings (or losses) thereon.

2.42 **“Non-Qualified Church-Controlled Organization” (NQCCO)** means a church-controlled, tax-exempt organization described in Code section 501(c)(3) that does not meet the definition of a QCCO.

2.43 **“Normal Retirement Age”** means age 65.

2.44 **“Participant”** is an Employee, other than an Excluded Employee, who becomes a Participant in accordance with the provisions of Article III, and who has not yet received a distribution of his/her entire benefit under the Plan.

2.45 **“Participating Employer”** means any Affiliate or Related Organization that (1) is exempt from tax under Code section 501(c)(3) and is eligible to participate in a Church Plan, (2) is designated, specifically or in general, as a Participating Employer in the Adoption Agreement, and (3) enters into a Participating Employer Agreement.

2.46 **“Participating Employer Agreement”** means a separate agreement entered into by a Participating Employer which enables such Participating Employer to participate in the Plan.

2.47 **“Plan”** means this 403(b)(9) retirement income account plan, as described in Section 1.01, established or continued by the Sponsoring Employer. The Plan administered by each Sponsoring Employer is a separate plan, independent from the plan of any other sponsoring employer. All section references within the Plan are to sections of this Plan unless the context clearly indicates otherwise.

2.48 **“Plan Administrator”** is the Sponsoring Employer or its designee, which may be an individual, entity or a person holding a particular designated job position. The Plan Administrator may be a Participant.

2.49 **“Plan Entry Date”** means the date the Sponsoring Employer elects in the Adoption Agreement.
2.50 “Plan Investments” means the investment fund options made available under the Funding Vehicle(s).

2.51 “Plan Year” means January 1 through December 31 of a calendar year.

2.52 “Prior Plan” means the 403(b) retirement plan, if any, which the Employer sponsored and/or administered prior to the restated Effective Date of the Adoption Agreement under which benefits are payable by GuideStone.

2.53 “Qualified Church-Controlled Organization” or “QCCO” means an organization described in Code section 3121(w)(3)(B) and Treasury Regulations promulgated thereunder, and generally refers to any church-controlled, tax-exempt organization described in Code section 501(c)(3), other than an organization which:

(A) Offers goods, services, or facilities for sale, other than on an incidental basis, to the general public, other than goods, services, or facilities which are sold at a nominal charge which is substantially less than the cost of providing such goods, services, or facilities; and

(B) Normally receives more than 25% of its support from either: (1) governmental sources, or (2) receipts from admissions, sales of merchandise, performance of services, or furnishing of facilities, in activities which are not unrelated trades or businesses, or both.

2.54 “Qualified Matching Contribution” or “QMAC” means an Employer Contribution to the Plan used to satisfy the safe harbor contribution requirements of Section 5.06(A)(2)(b) or (c) and which is subject to the distribution restrictions on Elective Contributions contained in Section 6.03. Qualified Matching Contributions shall be fully Vested when made to the Plan.

2.55 “Qualified Matching Contribution Account” means a separate Account maintained for a Participant that is credited with Qualified Matching Contributions made on behalf of the Participant, along with any earnings (or losses) thereon.

2.56 “Qualified Non-Elective Contribution” or “QNEC” means a fully Vested Employer contribution to the Plan that is:

(A) Made under Section 5.13 and which is used to satisfy the “Actual Contribution Percentage” test;

(B) Made to satisfy the safe harbor contribution requirements of Section 5.06(A)(2)(a) and which is subject to the distribution restrictions on Elective Deferrals contained in Section 6.03; or

(C) Required to be made pursuant to other statutory or regulatory requirements.

2.57 “Qualified Non-Elective Contribution Account” means a separate Account maintained for a Participant that is credited with Qualified Non-Elective Contributions made on behalf of the Participant, along with any earnings (or losses) thereon.

2.58 “Related Organization” means any organization other than an Affiliate that is in any way related to the Employer.

2.59 “Rollover Contribution” means the amount of cash that the Code permits an eligible Employee or Participant to roll over directly or indirectly to this Plan from an eligible retirement plan described in Code section 402(c)(8)(B), not including any Roth Rollover Contributions. This definition of Rollover Contribution is not intended to be more or less restrictive than applicable law.

2.60 “Rollover Contribution Account” means a separate Account maintained for an Employee or Participant that is credited with Rollover Contributions made by the Employee or Participant, along with any earnings (or losses) thereon.
2.61  “Roth Elective Deferrals” means a Participant’s Elective Deferrals that are includible in the Participant’s gross income (as defined in Treasury Regulations) at the time deferred and have been irrevocably designated as Roth Elective Deferrals by the Participant in his or her Salary Reduction Agreement. A Participant’s Roth Elective Deferrals will be separately accounted for, along with any earnings (or losses) thereon. However, a Forfeiture may not be allocated to a Participant’s Roth Elective Deferrals Account. The Plan must also maintain a record of a Participant’s investment in the contract (i.e., designated Roth Elective Deferrals that have not been distributed), taking into account Roth Elective Deferrals made under all agreements.

2.62  “Roth Elective Deferrals Account” means a separate Account maintained for a Participant that is credited with Roth Elective Deferrals made by the Employee or Participant, along with any earnings (or losses) thereon. Roth Elective Deferrals are not considered Tax Paid Contributions for Plan purposes.

2.63  “Roth Rollover Elective Deferrals” means the amount of cash that the Code permits an eligible Employee or Participant to roll over directly to this Plan from another Roth elective deferrals account under an applicable retirement plan described in Code section 402A(e)(1).

2.64  “Roth Rollover Elective Deferrals Account” means a separate Account maintained for a Participant that is credited with Roth Rollover Elective Deferrals made by the Employee or Participant, along with any earnings (or losses) thereon.

2.65  “Salary Reduction Agreement” means a legally enforceable written agreement (within the meaning of Code section 402(g)(3)(C)) between a Participant and the Employer that satisfies the requirements of Code section 403(b), and:

(A) by which the Participant elects to take a reduction in taxable compensation not available as of the date of the election and which is contributed by the Employer as a Tax Sheltered Contribution to the Participant’s Account; or

(B) by which the Participant elects to make contributions that have been irrevocably designated as Roth Elective Deferrals by the Participant, and which are contributed by the Employer as Roth Elective Deferrals to the Participant’s Account.

2.66  “Service” means the Employee’s service with the Employer, any Affiliate and, if applicable, other organizations as determined by the Sponsoring Employer in the Adoption Agreement, used in crediting an Employee with Eligibility Service, Vesting Service and Service for sharing in Employer Contributions, other than Special Employer Contributions, under the Plan. The terms “Eligibility Service,” “Vesting Service” and “Service” are further defined in Article IV.

2.67  “Severance from Employment” means that, in accordance with applicable law and Treasury Regulations, an Employee no longer has an employment relationship with the Employer or any Affiliate (or, if the Sponsoring Employer has elected in the Adoption Agreement, any Related Organization), or on any date on which the individual works in a capacity that is not employment with the Employer on account of early or normal retirement, resignation or termination of employment for any other reason.

2.68  “Special Employer Contribution” means a discretionary Employer Contribution made on behalf of an Employee or Participant as determined by the Employer and as further described in Section 5.01(C), regardless of whether he/she satisfies the eligibility conditions described in Section 3.01.

2.69  “Special Employer Contribution Account” means a separate Account maintained for a Participant that is credited with Special Employer Contributions made on behalf of a Participant, along with any earnings (or losses) thereon.

2.70  “Sponsoring Employer” means the Employer that adopts and administers the Plan for the benefit of its Employees and/or, if applicable, Employees of Participating Employer(s) by executing an Adoption Agreement. A Sponsoring Employer must be exempt from tax under Code section 501(c)(3) and be eligible to participate in a Church Plan.
2.71 “Spouse” means except as otherwise provided in an Individual Agreement, the person of the opposite sex to whom the Participant is married at the relevant time by a religious or civil ceremony effective under the laws of the State in which the marriage was contracted, including a person legally separated but not under a decree of absolute divorce.

2.72 “Tax Paid Contribution” means a contribution made by a Participant on an after-tax basis and which is not a Roth Elective Deferral.

2.73 “Tax Paid Contribution Account” means a separate account maintained for a Participant that is credited with Tax Paid Contributions made by the Participant, including any contributions made by the Employer that are recharacterized as after-tax contributions, along with any earnings (or losses) thereon.

2.74 “Tax Sheltered Contribution” means a contribution the Employer makes to the Plan, which is not includible in the Participant’s gross income at the time deferred and has been irrevocably designated as Tax Sheltered Contributions by the Participant in his/her Salary Reduction Agreement. To the extent required by the Code, Tax Sheltered Contributions which are made as a condition of employment or made pursuant to a one-time, irrevocable election by the Participant will be treated as Employer Contributions.

2.75 “Tax Sheltered Contribution Account” means a separate account maintained for a Participant that is credited with Tax Sheltered Contributions made on behalf of the Participant, along with any earnings (or losses) thereon.

2.76 “Taxable Wage Base” means the maximum amount of earnings that may be considered wages for a year under Code section 3121(a)(1).

2.77 “Taxable Year” means January 1 through December 31 of a calendar year.

2.78 “Transfer” means the movement of all or a portion of the assets in a Participant’s account from one 403(b) plan to another 403(b) plan of an employer for which the Participant is a current or former employee, or to another 403(b) plan of the Employer, if any, or from any contract that is covered under transitional guidance under Revenue Procedure 2007-71. A Transfer is not a Contract Exchange, Investment Exchange, or Rollover, and shall be made in accordance with applicable law.

2.79 “Transfer Contribution” means amounts transferred to this Plan from another 403(b) plan, and which is made in accordance with Section 5.04.

2.80 “Transfer Contribution Account” means the separate account maintained for an Employee or Participant that is credited with Transfer Contributions and Contract Exchanges made on behalf of the Employee or Participant, along with any earnings (or losses) thereon.

2.81 “Trust” means the Trust document(s) adopted by a Sponsoring Employer as a result of the Sponsoring Employer’s adoption of the Plan. Any Trust created and established under the Sponsoring Employer’s Plan is a separate trust, independent of the trust of any other Sponsoring Employer.

2.82 “Trustee” means the person or persons who as Trustee execute the Trust(s), or any successor in office who in writing accepts the position of Trustee.

2.83 “Trust Fund” means the assets of the Plan maintained on behalf of the Sponsoring Employer, along with any earnings (or losses) thereon, from time to time held by the Trustee pursuant to the Trust.

2.84 “Vendor” means GuideStone and any other provider of a Funding Vehicle under the Plan.

2.85 “Vested” means the portion of a Participant’s Account that is not subject to Forfeiture based on a vesting schedule as specified in the Adoption Agreement or as otherwise set forth in Section 5.09.

2.86 “Years of Service” means the sum of an Employee’s service with (1) the Employer, (2) any entity that is a church-related organization within the meaning of Treasury Regulation 1.403(b)-2(b)(8), or an organization controlled by or associated with that same church-related organization.
ARTICLE III
PARTICIPATION IN PLAN

3.01 **ELIGIBILITY.** Each Employee who is not an Excluded Employee becomes a Participant in the Plan in accordance with the eligibility conditions and as of the Plan Entry Date the Sponsoring Employer elects in its Adoption Agreement. If this Plan is a restated Plan, each Employee who was a Participant in the Plan on the day before the restated Effective Date continues to be a Participant in the Plan for purposes of making or receiving Contributions only if he/she satisfies the eligibility conditions in the restated Plan.

3.02 **CHANGE IN EMPLOYEE STATUS.** Subject to Section 3.01, if a Participant becomes an Excluded Employee, the Participant is no longer eligible to make or receive Contributions to the Plan.

3.03 **DURATION OF PARTICIPATION.** A person who becomes a Participant will continue to be a Participant for purposes of making or receiving Contributions to the Plan until the person is no longer in Service or until he/she becomes an Excluded Employee. A person will continue to be a Participant for purposes of having benefit rights, and for purposes of making an Investment Exchange, Contract Exchange, Transfer Contribution or Rollover Contribution in the Plan until the person is no longer entitled to receive any benefits under the Plan.

3.04 **SPECIAL PARTICIPATION RULES.** If elected by the Sponsoring Employer in the Adoption Agreement, and unless otherwise prohibited by applicable law or in an Individual Agreement, a former Participant may become a Participant by making a Transfer Contribution or Rollover Contribution to the Plan under Sections 5.04 or 5.05. To the extent permitted by law, a Participant may include a former Employee for purposes of Special Employer Contributions, as the Employer determines.
ARTICLE IV
SERVICE

4.01 COUNTING HOURS. “Counting Hours” means a method of measuring Service for purposes of Eligibility Service and/or Vesting Service based on the Hours of Service worked in an Eligibility Computation Period. Notwithstanding the foregoing, Service for purposes of sharing in Employer Contributions will be based on Elapsed Time. If Counting Hours is selected by the Sponsoring Employer in the Adoption Agreement for measuring Eligibility Service and/or Vesting Service, the following definitions apply:

(A) “Eligibility Service” means the Service credited to the Employee for each Eligibility Computation Period for purposes of determining eligibility to participate in the Plan and for receiving Employer Contributions and/or making Tax Paid Contributions, if the Employer requires a period of Service to be satisfied prior to participation or for receiving Employer Contributions and/or to make Tax Paid Contributions, as applicable.

(B) "Employment Anniversary Date" means the day of the month corresponding to the Employee’s Employment Commencement Date in the last calendar month of each Eligibility Computation Period.

(C) “Eligibility Computation Period” means the period of time beginning on the Employee’s Employment Commencement Date and ending on the Employment Anniversary Date.

In the Adoption Agreement, the Sponsoring Employer must select the number of months required to be completed in an Eligibility Computation Period and the number of Eligibility Computation Periods required for a Participant to be eligible for Matching Contributions and/or Non-Matching Contributions, and to make Tax Paid Contributions.

If during the first Eligibility Computation Period an Employee fails to complete the number of Hours of Service designated by the Sponsoring Employer in the Adoption Agreement, the Employee’s Eligibility Service will be determined as of the Employment Anniversary Date during any subsequent Eligibility Computation Period beginning after the close of the preceding Eligibility Computation Period; provided, however, if the Sponsoring Employer selects an Eligibility Computation Period requiring 12 or more months, the Sponsoring Employer may elect in the Adoption Agreement to base subsequent Eligibility Computation Periods on the Plan Year.

(D) “Employment Commencement Date” means the date on which an Employee is first credited with an Hour of Service for the performance of duties with the Employer.

(E) “Hours of Service” means the number of hours credited to an Employee under the method of Counting Hours selected by the Sponsoring Employer in the Adoption Agreement.

(F) “Break in Service” means the cessation of crediting Hours of Service when the Employee:

(1) Resigns, retires, is discharged, or dies;

(2) Fails to report for work within the period required under the law pertaining to veterans’ reemployment rights after the Employee is released from military duty with the armed forces of the United States, in which case the Employee’s Break in Service shall be deemed to have occurred on the first day of his/her authorized leave of absence for such military duty; or

(3) Is on an authorized leave of absence and fails to return to employment, in which case his/her Break in Service shall be deemed to have occurred on the first day of his/her authorized leave of absence.
(G) "One-Year Break in Service" means a Plan Year in which an Employee incurs a Break in Service and has fewer than 501 Hours of Service.

For purposes of determining whether an Employee has had a One-Year Break in Service, an Employee who is absent from work for reasons of authorized maternity or paternity leave shall be credited with the number of Hours of Service (not in excess of 501) equal to:

(1) The number of Hours of Service which otherwise would normally have been credited to such Employee but for such absence, or

(2) In any case in which the number of Hours of Service described in subsection (1) cannot be determined, eight Hours of Service per day of such absence.

An absence for maternity or paternity reasons means an absence by reason of the pregnancy of the Employee, by reason of the birth of a child of the Employee, by reason of the placement of a child with the Employee in connection with the adoption of such child by the Employee, or for purposes of caring for such child for a period immediately following such birth or placement.

The Hours of Service to be credited on account of maternity or paternity absences shall be credited only in the Plan Year in which the absence begins if the Employee would be prevented from incurring a One-Year Break in Service in such Year solely because of this subsection or, in any other case, in the immediately following Plan Year.

(H) Reemployment after One-Year Break in Service. The Sponsoring Employer in the Adoption Agreement must elect the method for determining prior Service crediting for an Employee who incurs a One-Year Break in Service and is subsequently reemployed by the Employer.

4.02 ELAPSED TIME. "Elapsed Time" means a method of measuring Service for purposes of Eligibility Service, Vesting Service and/or sharing in Employer Contributions based on the Employee’s total elapsed period of time during an Eligibility Computation Period or during a Year of Vesting Service. If Elapsed Time is selected by the Sponsoring Employer in the Adoption Agreement for measuring Service, the following definitions apply:

(A) "Eligibility Service" means the Service credited to the Employee for each Eligibility Computation Period for purposes of determining eligibility to participate in the Plan and for receiving Employer Contributions and/or making Tax Paid Contributions, if the Employer requires a period of Service to be satisfied prior to participation and/or making Tax Paid Contributions, as applicable.

(B) "Employment Anniversary Date" means the day of the month corresponding to the Employee's Employment Commencement Date in the last calendar month of each Eligibility Computation Period.

(C) "Eligibility Computation Period" means the period of time beginning on the Employee’s Employment Commencement Date and ending on the Employment Anniversary Date.

In the Adoption Agreement, the Sponsoring Employer must select the number of months required to be completed in an Eligibility Computation Period.

If during the first Eligibility Computation Period an Employee fails to complete the number of months of Service designated by the Sponsoring Employer in the Adoption Agreement, the Employee’s Eligibility Service will be determined as of the Employment Anniversary Date during any subsequent Eligibility Computation Period beginning after the close of the preceding Eligibility Computation Period.

(D) "Employment Commencement Date" means the date on which an Employee is first credited with an Hour of Service for the performance of duties for the Employer.
(E) “Hours of Service” means each hour for which: (i) an Employee is paid or entitled to payment by the Employer for the performance of duties; (ii) an Employee is paid or entitled to payment by the Employer because of a period of time during which no duties are performed; and (iii) back pay is either awarded or agreed to by the Employer.

(F) “Severance from Service” means the earlier of (1) or (2) below:

1. The date the Employee resigns, retires, is discharged, or dies; or
2. The first anniversary of the first day of an Employee’s absence from employment with the Employer (with or without pay) for any reason other than those described in subparagraph (1) above, such as vacation, sickness, leave of absence, layoff, or military service. An Employee who fails to return to employment upon the expiration of a leave of absence shall be deemed to have had a Severance from Service on the earlier of: (i) the expiration of the Employee’s leave, or (ii) the first anniversary of the first day of the Employee’s absence.

If an Employee incurs a Severance from Service under subparagraph (1) above and is reemployed within 12 months of that Severance from Service date (i) the Eligibility Service the Employee had as of the Severance from Service date shall be reinstated, and (ii) the Employee shall receive credit for Service for the period between the Employee’s Severance from Service and the Employee’s reemployment.

If the Employee resigns, retires, or is discharged after beginning an absence described in subparagraph (2) above, and is reemployed within 12 months of that date, (i) the Eligibility Service the Employee had as of beginning that absence shall be reinstated, and (ii) the Employee shall receive credit for Service for the period between the first day of the Employee’s absence described in subparagraph (2) above and the Employee’s reemployment.

(G) “One-Year Severance from Service” means a Severance from Service lasting 12 consecutive months from the date the Employee initially incurred the most recent Severance from Service and ending on each anniversary of such date, provided the Employee does not perform an Hour of Service for the Employer during such period.

For purposes of determining whether an Employee has had a One-Year Severance from Service, an Employee who is absent from work for reasons of authorized maternity or paternity leave shall not be deemed to have had a Severance from Service in the Plan Year in which the absence from work begins if the Employee would be prevented from incurring a One-Year Severance from Service in such Plan Year solely because of this subparagraph or, in any other case, in the immediately following Plan Year.

An absence for maternity or paternity reasons means an absence by reason of the pregnancy of the Employee, by reason of the birth of a child of the Employee, by reason of the placement of a child with the Employee in connection with the adoption of such child by the Employee, or for purposes of caring for such child for a period immediately following such birth or placement.

(H) Reemployment after One-Year Severance from Service. The Sponsoring Employer in the Adoption Agreement must elect the method for determining prior Service for an Employee who incurs a One-Year Severance from Service and is subsequently reemployed by the Employer.

(I) “Vesting Service” means Service credited to the Employee for each Year of Vesting Service for purposes of determining Vesting in Employer Contributions if the Plan includes a Vesting schedule.

(J) “Year of Vesting Service” means the period of time beginning on the Employee’s Employment Commencement Date and ending on the 12 month anniversary date and each subsequent anniversary date until the Employee’s Severance from Service date.
ARTICLE V
CONTRIBUTIONS/LIMITATIONS

5.01 EMPLOYER CONTRIBUTION TYPES.

(A) Matching Contribution. The Sponsoring Employer must elect in the Adoption Agreement whether the Plan permits Matching Contributions and, if so, the type of Matching Contribution including whether the Matching Contribution is made using a flexible or specific schedule and as applicable, the amount of the Matching Contribution and the Plan limitations, if any, which apply to the Matching Contribution.

(B) Non-Matching Contribution. The Sponsoring Employer must elect in the Adoption Agreement whether the Plan permits Non-Matching Contributions and, if so, the type of Non-Matching Contribution including whether a Non-Matching Contribution is made using a flexible or specific schedule and, as applicable, the amount of the Non-Matching Contribution and the Plan limitations, if any, which apply to the Non-Matching Contribution.

(C) Special Employer Contribution. The Plan permits Special Employer Contributions, in such amounts, at such times, and for such purposes as determined by and documented by the Employer in its sole discretion. Such provision is subject to the following requirements:

(1) Unless otherwise specified by the Employer at the time such contributions are made, Special Employer Contributions will be fully Vested when made to the Plan;

(2) If used for post-termination contributions, Special Employer Contributions will be fully Vested and will be made in accordance with, and subject to the limitations of Code section 403(b)(3), applicable law and Treasury Regulations; and

(3) To the extent a Special Employer Contribution would cause the Plan to fail to meet the requirements of Code section 403(b)(12), such contribution will not be made for Highly Compensated Employees.

(D) Missionary Service Contribution. The Sponsoring Employer must elect in the Adoption Agreement whether the Plan permits Missionary Service Contributions on behalf of a Participant who serves as a foreign missionary outside the United States. If made available, Missionary Service Contributions will be fully Vested when made to the Plan.

(E) Qualified Matching Contribution. The Plan permits Qualified Matching Contributions as defined in Section 2.54 of the Plan.

(F) Qualified Non-Elective Contribution. The Plan permits Qualified Non-Elective Contributions as defined in Section 2.56 of the Plan.

5.02 PARTICIPANT CONTRIBUTION TYPES.

(A) Tax Sheltered Contribution. The Sponsoring Employer must elect in the Adoption Agreement whether the Plan permits Tax Sheltered Contributions. In the case of an organization that sponsors the Plan, meets the definition of a NQCCO, and elects to permit Tax Sheltered Contributions, such organization must satisfy the requirements of universal availability as described in Code section 403(b) and Treasury Regulations thereunder.

(1) Age 50 catch-up Contributions. All Participants who are eligible to make Tax Sheltered Contributions under this Plan and who have attained age 50 (or older) before the close of the Plan Year are eligible to make catch-up contributions in accordance with, and subject to the limitations of, Code section 414(v). Such catch-up contributions will not be taken into account for purposes of the provisions of the Plan implementing the required limitations of Code sections 402(g) and 415.

(2) Automatic enrollment. The Sponsoring Employer may elect in the Adoption Agreement to provide for automatic Tax Sheltered Contributions using a fixed or increasing percentage. Such provision is subject to:
(a) The Sponsoring Employer’s determination that automatic enrollment is permissible under applicable law; and

(b) The Employer giving any required notices to affected Participants of the automatic election and of their right to make a contrary election.

(B) **Roth Elective Deferrals.** The Sponsoring Employer must elect in the Adoption Agreement whether the Plan permits Roth Elective Deferrals. In the case of an organization that sponsors the Plan, meets the definition of a NQCCO, and elects to permit Roth Elective Deferrals, such organization must satisfy the requirements of universal availability as described in Code section 403(b) and Treasury Regulations thereunder.

1. **Age 50 catch-up Contributions.** All Participants who are eligible to make Roth Elective Deferrals under this Plan and who have attained age 50 (or older) before the close of the Plan Year are eligible to make catch-up contributions in accordance with, and subject to the limitations of, Code section 414(v). Such catch-up contributions will not be taken into account for purposes of the provisions of the Plan implementing the required limitations of Code sections 402(g) and 415.

2. **Automatic enrollment.** The Sponsoring Employer may elect in the Adoption Agreement to provide for automatic Roth Elective Deferrals using a fixed or increasing percentage. Such provision is subject to:

   (a) The Sponsoring Employer’s determination that automatic enrollment is permissible under applicable law; and

   (b) The Employer giving any required notices to affected Participants of the automatic election and of their right to make a contrary election.

(C) **Tax Paid Contribution.** The Sponsoring Employer in the Adoption Agreement must elect whether the Plan permits Tax Paid Contributions.

5.03 **CONTRACT EXCHANGES WITHIN THE PLAN.** Except as otherwise provided in an Individual Agreement, and unless otherwise prohibited by applicable law, Contract Exchanges of all or a portion of the assets in a Participant’s Account to Vendors who are not regularly receiving contributions under the Plan shall be permitted to be made at any time in accordance with the Sponsoring Employer’s elections in the Adoption Agreement.

5.04 **TRANSFERS INTO THE PLAN.** Except as otherwise provided in an Individual Agreement and unless otherwise prohibited by applicable law, an individual’s Transfer of all or a portion of the assets in a Participant’s or former Employee’s account from another 403(b) plan to this 403(b) Plan shall be permitted to be made at any time subject to the requirements of (A), (B), (C) and (D) below.

(A) **Operational administration.** The Transfer amount must be transferred directly from a Code section 403(b) plan that is not subject to ERISA, may include amounts subject to an outstanding plan loan, subject to policies and procedures of the Vendor, and must be 100% Vested. Further, amounts may be transferred to the Plan on behalf of a Participant (or the Participant's surviving Beneficiary) or former Employee’s account, provided that the Transfer is made in accordance with policies and procedures established by the Plan Administrator.

(B) **Pre-participation Transfer.** An Employee may make Transfer Contributions to the Plan in accordance with this Section 5.04 prior to satisfying the Plan’s eligibility conditions. An Employee who makes such a pre-participation Transfer will not share in the Plan’s allocation of any Employer Contributions and may not make Elective Deferrals or Tax Paid Contributions until the Plan’s eligibility conditions in Section 3.01 are met.

(C) **Separate accounting.** Transfers to the Plan will be allocated to the Participant’s Transfer Contribution Account.
(D) **Continuation of pro rata portion.** If the Transfer does not constitute a complete transfer of the Employee or former Employee’s interest in the transferring plan, the Plan shall treat the amount transferred as a continuation of a pro rata portion of the Employee’s or former Employee’s interest in the transferor plan (e.g., a pro rata portion of the Employee’s or former Employee’s interest in any after-tax employee contributions), to the extent that the needed information regarding pro rata portions is provided by the transferring plan.

5.05 **ROLLOVERS INTO THE PLAN.** Except as otherwise provided in an Individual Agreement, and unless otherwise prohibited by applicable law, a Participant (or, as applicable, an eligible Employee) may make a Rollover Contribution to the Plan. Any Spouse of a deceased Participant entitled to benefits under the Plan may make a Rollover Contribution to the Plan in accordance with Code section 402(c)(9). If the Sponsoring Employer has elected to permit Roth Elective Deferrals to the Plan, then a Participant (or, as applicable, an eligible Employee) or the Spouse of a deceased Participant may make Roth Rollover Elective Deferrals to the Plan. Rollover Contributions and Roth Rollover Elective Deferrals shall be subject to the requirements of (A), (B), and (C) below:

(A) **Operational administration.** In order to make a Rollover Contribution or Roth Rollover Elective Deferrals, a form prescribed by the Plan Administrator must be filed with the Plan Administrator. Before accepting a Rollover Contribution or Roth Rollover Elective Deferrals, the Plan Administrator may require a Participant (or eligible Employee) or Spouse to furnish satisfactory evidence that the proposed amount of cash is in fact a Rollover Contribution or Roth Rollover Elective Deferral from an eligible retirement plan. The Plan Administrator, in its sole discretion, may decline to accept a Rollover Contribution or Roth Rollover Elective Deferral.

(B) **Pre-participation rollover.** If an Employee makes a Rollover Contribution or Roth Rollover Elective Deferrals to the Plan prior to satisfying the Plan’s eligibility conditions, the Plan Administrator and Trustee must treat the Employee as a limited participant (as described in Revenue Ruling 96-48 or in any successor ruling). A limited participant does not share in the Plan’s allocation of any Employer Contributions and may not make Elective Deferrals or Tax Paid Contributions until eligibility conditions are met.

(C) **Separate accounting.** Rollovers to the Plan will be allocated to the Participant’s Rollover Contribution Account or Roth Rollover Elective Deferrals Account, as applicable.

5.06 **SAFE HARBOR CONTRIBUTION.**

(A) **Safe harbor contribution.** If the Sponsoring Employer elects in the Adoption Agreement, the test provided in Code section 401(m)(2) shall be met if the Plan meets both the “Notice Requirement” described in paragraph (1) below and the “Contribution Requirements” described in paragraph (2) below:

(1) **Notice Requirement.** Within a reasonable period before any Plan Year, the Employer will provide to each Employee eligible to participate in the Plan a written notice of the Employee’s rights and obligations under the Plan. The notice must be sufficiently accurate and comprehensive to apprise the Employee of such rights and obligations, and be written in a manner calculated to be understood by the average plan Participant.

(2) **Contribution Requirements.** To meet the Contribution Requirements, the Employer must meet at least one of the three following conditions:

   (a) **Qualified Non-Elective Contribution.** The Employer is required to make a Qualified Non-Elective Contribution of at least three percent (3%) of an Employee’s Compensation to the Plan on behalf of each Non-Highly Compensated Employee who is eligible to participate in the Plan without regard to whether such Employee makes Elective Deferrals;
(b) Basic Qualified Matching Contribution. The Matching Contribution requirement is met if the Employer makes Qualified Matching Contributions on behalf of each Non-Highly Compensated Employee in an amount equal to 100% of the Elective Deferrals of the Employee to the extent such Elective Deferrals do not exceed three percent (3%) of the Employee’s Compensation, and 50% of the Elective Deferrals to the extent that such Elective Deferrals exceed three percent (3%) of Compensation, but do not exceed five percent (5%) of Compensation. The rate of Qualified Matching Contributions for Highly Compensated Employees cannot be greater than the rate of Qualified Matching Contributions for Non-Highly Compensated Employees at any rate of Elective Deferrals; or

(c) Enhanced Qualified Matching Contribution. If the rate of Qualified Matching Contributions is not equal to the percentage required under the Matching Contribution requirement, the Plan will nevertheless meet the Matching Contribution Requirement if the rate of Qualified Matching Contributions does not increase as an Employee’s rate of Elective Deferrals increases, and the aggregate amount of Qualified Matching Contributions at such rate is equal to or greater than the aggregate amount of Matching Contributions which would be made if Qualified Matching Contributions were made on the basis of the percentages specified above in Section 5.06(A)(2)(b).

(B) Other contributions. If elected in the Adoption Agreement by the Sponsoring Employer, an additional discretionary Matching Contribution and/or fixed Matching Contribution will be permitted. The test provided in Code section 401(m)(2) will be met if the Plan meets both the “Notice Requirement” described in paragraph (1) above and the special limitations described in paragraph (C) below.

(C) Special limitation on contributions. Compensation for purposes of safe harbor contributions will be limited to Compensation identified in Section 2.09(A), (B), (C) or (D) of this document (subject to Section 2.09(F)). If elected by the Sponsoring Employer in the Adoption Agreement, the contributions in 5.06(B) meet the safe harbor requirements if:

1. Matching Contributions on behalf of any Employee may not be made with respect to an Employee's Elective Deferrals in excess of six percent (6%) of the Employee’s Compensation;

2. The rate of Matching Contributions does not increase as the rate of an Employee's Elective Deferrals increase; and

3. The Matching Contribution with respect to any Highly Compensated Employee at any rate of Elective Deferrals is not greater than that with respect to a Non-Highly Compensated Employee. If a Sponsoring Employer elects in the Adoption Agreement to provide discretionary Matching Contributions, such contributions cannot exceed 4% of Compensation and Employees must receive notice of such contributions at least 30 days prior to the last day of the Plan Year.

5.07 TIME OF PAYMENT OF CONTRIBUTIONS. Elective Deferrals and Tax Paid Contributions will be paid to the Trust in accordance with applicable legal and regulatory requirements (but in no event later than is reasonable for the proper administration of the Plan). Employer Contributions, if any, will be paid to the Trust no later than the end of the month following the end of the Plan Year with respect to which the Contributions relate or as soon as reasonably practicable, if later.

5.08 CONTRIBUTION ALLOCATION CONDITIONS. The Plan Administrator will determine the Contribution allocation conditions applicable to Non-Matching Contributions or to Matching Contributions (or to both) in accordance with the Sponsoring Employer’s elections in the Adoption Agreement. The Plan Administrator will allocate Contributions for a particular Plan Year on such dates as the Plan Administrator determines, consistent with the Plan’s Contribution allocation conditions, applicable law and Treasury Regulations thereunder.

5.09 VESTING. The Sponsoring Employer in the Adoption Agreement must elect whether or not it will apply a Vesting schedule to Matching Contributions and Non-Matching Contributions.
If the Sponsoring Employer elects to apply a Vesting schedule to Matching Contributions and Non-Matching Contributions, then at all times all Contributions subject to the Vesting schedule shall be deemed to be subject to Code section 403(c), and not 403(b), until such time as the Contributions are Vested.

All Elective Deferrals, Tax Paid Contributions, Rollover Contributions, and Roth Rollover Elective Deferrals will at all times be 100% Vested and nonforfeitable.

Notwithstanding the foregoing, a Participant will be 100% Vested in all Contributions at death, Disability or Severance from Employment on or after attainment of Normal Retirement Age, unless otherwise specified by the Sponsoring Employer in the Adoption Agreement.

5.10 LIMITS ON CONTRIBUTIONS.

(A) Basic limit. The sum of all annual additions as defined under Code section 415(c) made to this Plan, or any plan required to be aggregated with this Plan under such section, will not exceed the lesser of the annual addition limit from time to time in effect under Code section 415(c)(1)(A) ($46,000 in 2008), as adjusted for increases in the cost-of-living under Code section 415(d), or 100% of the Participant’s Includible Compensation, within the meaning of Code section 403(b)(3), for the limitation year.

(B) General limit. The amount of a Participant’s elective deferrals for any calendar year (not including any additional elective contributions described under Code section 414(v)) may not exceed the amount permitted under Code section 402(g)(1) ($15,500 for 2008), adjusted for cost-of-living in accordance with Code section 402(g)(4) for the Taxable Year.

(C) Years of Service catch-up limit. Unless otherwise prohibited in an Individual Agreement, a Participant's general limit under Section 5.10(B) for any calendar year may be increased to the extent permitted by Code section 402(g)(7) to permit an Employee with 15 or more completed Years of Service to make a special Code section 403(b) catch-up contribution equal to the least of:

1. $3,000;

2. The excess of (a) $15,000 over (b) the total special Code section 403(b) catch-up elective deferrals described in Section 5.10(C) made for the Employee in prior Years of Service; or

3. The excess of (a) $5,000 multiplied by the number of the Participant’s Years of Service over (b) the total elective deferrals made for the Employee in prior Years of Service.

(D) Age 50 catch-up limit. A Participant who is eligible to make Elective Deferrals under this Plan and who has attained age 50 before the close of the Employee’s taxable year shall be eligible to make an additional catch-up contribution in accordance with and subject to the limitations of Code section 414(v), unless otherwise prohibited in an Individual Agreement. Such catch-up contributions shall not be taken into account for purposes of the provisions of the Plan implementing the required limitations of Code sections 402(g) and 415.

The sum of any elective contributions described under Code section 414(v) for a Plan Year may not exceed the contribution limit under Code section 414(v); provided, however, Code section 414(v) elective contributions are not subject to the annual addition limit under Code section 415(c) or the elective deferral limit under Code section 402(g).

Amounts in excess of the limitation under Section 5.10(B) shall be treated first as an amount contributed as a Years of Service catch-up limit under Section 5.10(C) and then as an amount contributed as an age 50 catch-up limit under Section 5.10(D).

The limitations set forth in this Section 5.10 will be interpreted and administered in a manner consistent with applicable law in effect for the relevant Plan Year.

5.11 PROTECTION OF PERSONS WHO SERVE IN UNIFORMED SERVICE. An Employee whose employment is interrupted by qualified military service under Code section 414(u) or who is on a leave of absence for qualified military service under Code section 414(u) is eligible to make the following Contributions:
(A) An Employee described in this Section 5.11 may elect to make additional Elective Deferrals and/or Tax Paid Contributions upon resumption of employment with the Employer equal to the maximum Elective Deferrals and/or Tax Paid Contributions that the Employee could have elected during that period of qualified military service if the Employee’s employment with the Sponsoring Employer had continued (at the same level of Compensation) without the interruption or leave, reduced by the Elective Deferrals and/or Tax Paid Contributions, if any, actually made for the Employee during the period of the interruption or leave. Except to the extent provided under Code section 414(u), this right applies for five years following the resumption of employment (or, if a lesser period of time, for a period equal to three times the period of the interruption or leave).

(B) An Employee described in this Section 5.11 shall be eligible to receive Employer Contributions upon resumption of employment with the Employer equal to the amount of Employer Contributions to which such Employee would have been entitled during that period of qualified military service if the Employee’s employment with the Employer had continued (at the same level of Compensation) without interruption or leave, reduced by the Employer Contributions, if any, actually made for the Employee during the period or interruption of leave. In addition, to the extent the Employer Contributions are conditioned on Elective Deferrals and/or Tax Paid Contributions, if the Employee makes up the contributions as described in Section 5.11(A), the Employer will make up any Matching Contributions.

5.12 DISTRIBUTION OF EXCESS CONTRIBUTIONS. The Plan Administrator will request the Trustee to distribute any Contributions that exceed any of the limits described in Section 5.10. The Plan Administrator will advise Participants of any limitation on Contributions due to the applicability of Section 5.10.

To the extent that either or both of the contribution limitations under Code sections 415 (the basic limit) or 402(g) (the general limit) are violated, the violation will affect only the individual Participant with respect to whom the excess contribution is made and will not affect any other Participant.

Further, excess annual additions, if any, for a Participant shall be deemed to be maintained at all times in a separate account subject to Code section 403(c) and, while such amounts remain unallocated, the Sponsoring Employer shall not be permitted to make additional Employer Contributions to the Plan. The unallocated amounts will be credited as an Employer Contribution in the succeeding Plan Year.

(A) Plan aggregation. If the Employer administers more than one plan required to be aggregated under Code section 403(b) or 402(g), the Plan Administrator must aggregate all such plans in determining whether any Participant has excess Contributions.

(B) Individual limitation. If a Participant participates in another plan required to be aggregated under Code section 402(g) administered by a different employer and the Participant makes elective deferrals in excess of the limits in Code section 402(g), the Plan Administrator may elect to correct the excess by making a corrective distribution from this Plan.

(C) Distribution of excess Contributions. To the extent required by applicable law, contributions that exceed the limitations of Section 5.10 will be corrected by refunding the excess Contributions under this Plan, subject to any policies and procedures established by the Plan Administrator and in accordance with applicable law.

(D) Distributions attributable to Roth Elective Deferrals. For any Plan Year in which a Participant may make both Tax Sheltered Contributions and Roth Elective Deferrals, the Employer operationally may implement an ordering rule procedure for the distribution of excess Contributions (Code section 402(g)), and excess annual additions (Code section 415) from a Participant’s Accounts. Such procedure may specify whether the Tax Sheltered Contributions or Roth Elective Deferrals are distributed first, or such procedure may permit the Participant to elect which type of Elective Deferrals will be distributed first. In applying such procedure, the Employer must treat all Participants on a reasonably equivalent basis. To the extent the Employer is a NQCCO, the ordering rule must be administered in a way so as to not cause the Plan to fail to meet the requirements of Code section 403(b)(12).

Nothing in this Section 5.12 is intended to be more or less restrictive than applicable law.
5.13 ACTUAL CONTRIBUTION PERCENTAGE (ACP) TEST. In addition to the limits on contributions contained in Section 5.10, to the extent required under the provisions of Code section 403(b)(12)(A)(i) and Treasury Regulations thereunder, Tax Paid Contributions and Matching Contributions made in any Plan Year will be limited to the extent necessary so that, for each Plan Year, the Contribution Percentage (as defined in this Section 5.13(A)) for the group of Highly Compensated Employees who are eligible Participants does not exceed the Contribution Percentage of all other eligible Participants of the Employer by more than the greater of: (i) one and one-quarter times; or (ii) the lesser of two times or two percentage points.

If this Plan is combined with another plan for the purposes of Code section 410(b), both plans will be combined for the purposes of this Section 5.13.

(A) The "Contribution Percentage" of each group of Participants for a Plan Year will be the average of the ratios (calculated separately for each Participant) of:

(1) The sum of the Tax Paid Contributions and the Matching Contributions made on behalf of the Participant for the Plan Year, to

(2) Such Participant's Compensation (determined under Code section 414(s)) for such Plan Year.

If a Highly Compensated Employee participated in more than one plan of the Employer to which the limitation of Code section 401(m) applies, all contributions subject to such limitations made by or for such Participant will be combined to determine the Contribution Percentage for the Participant.

(B) Except to the extent provided by the Sponsoring Employer in the Adoption Agreement, current year data will be used for purposes of performing the ACP test(s).

(C) Notwithstanding anything in this Section 5.13, if the Sponsoring Employer elects to apply Section 5.06, then the requirements of Section 5.06 apply.

5.14 CORRECTION OF EXCESS AGGREGATE CONTRIBUTIONS. To the extent required by applicable law, contributions which exceed the limitations of Section 5.13 will be corrected at the option of the Employer by either:

(A) Reducing Employer Contributions and Tax Paid Contributions made by or for Highly Compensated Employees and returning such excess contributions along with any earnings (or losses) thereon to such Participants in accordance with Treasury Regulations. Such reduction will be effected by any method permissible under law elected by the Employer; or

(B) Making Qualified Non-Elective Contributions to satisfy the limitation of Section 5.13.

5.15 RETURN OF CONTRIBUTIONS. The Employer contributes to this Plan on the condition that Contributions are not made due to a good faith mistake of fact. Except as otherwise provided in an Individual Agreement or any Trust, if a Contribution is made to the Plan by a good faith mistake of fact, the Trustee, upon request from the Employer, will return to the Employer (or allocate to the appropriate Account) the amount of the Contributions along with any earnings (or losses) thereon on account of a good faith mistake of fact.

The Trustee may require the Employer to furnish whatever evidence the Trustee deems necessary to enable the Trustee to confirm that the amount the Employer has requested to be returned is properly returnable under this Section 5.15.
ARTICLE VI
DISTRIBUTION OF BENEFITS

6.01 PAYMENT OF ACCOUNT.

(A) Timing. The Trustee at the direction of the Plan Administrator will make distributions to a Participant who has satisfied the requirements of the applicable Section of this Article VI. In no event will the Trustee commence distribution, nor will the Participant elect to have the distribution commence, later than the Participant’s required beginning date, or under a method that does not satisfy Section 6.06.

(B) Method of payment. A Participant may select on the applicable form any method of payment offered under the terms and conditions of the Adoption Agreement and/or Individual Agreement. For purposes of the Adoption Agreement, such methods of payment under which benefit distributions may be made shall be contained in a separate written document which is hereby incorporated by reference and made a part of the Plan. Such document will be provided by GuideStone to a Participant upon request. Furthermore, such document may be modified or amended in writing from time to time. Notwithstanding the foregoing, a Participant who has satisfied the requirements of 6.04(A) will receive a single sum distribution.

(C) Consent of Spouse. Unless otherwise provided in the Individual Agreement and to the extent elected in the Adoption Agreement, the notarized consent of the Participant's Spouse is required prior to receiving an Eligible Rollover Distribution, as defined in Section 6.13, making a Transfer out of the Plan or receiving a loan (if made available). The consent of a Participant's Spouse will be irrevocable. However, consent of a spouse will not be required for a surviving Beneficiary or alternate payee to receive a distribution, a Transfer or a loan (if made available). Notwithstanding anything in the Plan to the contrary, the consent of the Participant's Spouse will not be required if the Participant provides the Plan Administrator with a decree of legal separation (unless a qualified domestic relations order provides otherwise) or with evidence satisfactory to the Plan Administrator that the Spouse’s consent cannot be obtained.

6.02 DISTRIBUTIONS WHILE IN-SERVICE. Unless otherwise permitted in the Plan, the Adoption Agreement and/or the Individual Agreement, the Plan Administrator or Trustee may not distribute to a Participant his/her Account prior to Severance from Employment or the Participant attaining age 70½. However, a Participant may receive a distribution of all or a portion of his/her Rollover Contribution Account and Transfer Contribution Account (in accordance with Section 6.12).

To the extent elected by the Sponsoring Employer in the Adoption Agreement and/or Individual Agreement, in-service distributions will be made pursuant to one of the options listed below:

(A) An in-service distribution. A Participant may receive a distribution of all or a portion of his/her Employer Contribution Account, Tax Paid Contribution Account, and an amount equal to his/her December 31, 1988 Tax Sheltered Contribution Account value. The Adoption Agreement and/or the Individual Agreement must indicate which Contributions Accounts will be made available for distribution and any age and/or other requirements that must be met; or

(B) A Limited Retirement Benefit; or

(C) A distribution of all of a Participant’s eligible Account(s) if the Employer considers the Participant to be disabled from Service but the Participant does not meet the Plan’s definition of Disability.

6.03 LIMITATION ON DISTRIBUTIONS.

(A) Notwithstanding anything herein to the contrary and to the extent required by applicable law, amounts in the following accounts shall not be distributed until the Participant attains age 59½, has a Severance from Employment, is eligible to receive a qualified reservist distribution as defined in Code section 72(t)(2)(G), dies, becomes disabled within the meaning of Code section 72(m)(7), or incurs a financial hardship in accordance with the requirements of subsection 6.04 below:
(1) the Participant’s Tax Sheltered Contribution Account made after December 31, 1988, and any earnings thereon;

(2) the Participant’s Roth Elective Deferrals Account; and

(3) amounts in a Participant’s Transfer Contribution Account that are attributable to contributions made pursuant to a salary reduction agreement (within the meaning of Code section 402(g)(3)(C)).

(B) Notwithstanding anything herein to the contrary and to the extent required by applicable law, amounts in the Participant’s Transfer Contributions Account that are attributable to employer contributions made to a Code section 403(b)(7) custodial account shall not be distributed until the Participant attains age 59½, has a Severance from Employment, dies, or becomes disabled within the meaning of Code section 72(m)(7).

6.04 HARDSHIP DISTRIBUTION. To the extent provided by the Sponsoring Employer in the Adoption Agreement and/or Individual Agreement and subject to any limitations imposed by applicable law, the Plan permits hardship distributions to be made from the Plan.

Except to the extent otherwise provided in an Individual Agreement, if distributions while in-service are permitted by the Sponsoring Employer, a Participant may also be eligible to receive a hardship distribution. The Sponsoring Employer may elect in the Adoption Agreement to limit distributions while in-service only to hardship distributions from the Plan. For purposes of Vendors other than GuideStone, distributions while in-service shall be as provided in the applicable Individual Agreement.

Except to the extent otherwise provided in an Individual Agreement, a hardship distribution is limited to the Participant’s Elective Deferrals (not including any earnings thereon). In addition, a hardship distribution may include the following amounts in a Participant’s Transfer Contributions Account: (i) contributions (not including any earnings thereon) made pursuant to a salary reduction agreement (within the meaning of Code section 402(g)(3)(C), and (ii) with respect to Transfer Contributions previously held in a Code section 403(b)(7) custodial account, contributions described in Code section 3121(a)(5)(D)).

Except as otherwise provided under an Individual Agreement, the following safe harbor requirements shall apply to all financial hardship distributions:

(A) Hardship distribution. To the extent not prohibited by applicable law, a financial hardship will be limited to the following situations:

(1) Expenses for (or necessary to obtain) medical care that would be deductible under Code section 213(d) (determined without regard to whether the expenses exceed 7.5% of adjusted gross income);

(2) Costs directly related to the purchase of a principal residence of the Participant (excluding mortgage payments);

(3) Payment of tuition, related educational fees, and room and board expenses for the next 12 months of post-secondary education for the Participant, the Participant's Spouse or children or dependents (as defined in Code section 152 without regard to Code section 152(b)(1), 152(b)(2) and 152(d)(1)(B));

(4) Payments necessary to prevent the eviction of the Participant from the Participant's principal residence or foreclosure of the mortgage on the Participant's principal residence;

(5) Payment for burial or funeral expenses for a Participant’s deceased parent, spouse, children or dependents (as defined in Code section 152 without regard to Code section 152(d)(1)(B));

(6) Expenses for the repair of damage to the Participant’s principal residence that would qualify for the casualty deduction under Code section 165 (determined without regard to whether the loss exceeds 10% of adjusted gross income); or
(7) Other circumstances as established by the Secretary of the Treasury or pursuant to applicable Treasury Regulations that are deemed immediate and heavy financial needs with respect to elective contributions.

(B) Safe harbor – distributions deemed necessary to satisfy financial need. A financial hardship will be deemed to exist only if: (1) the distribution is not in excess of the amount of the immediate and heavy financial need of the Participant. The amount of an immediate and heavy financial need may include any amounts necessary to pay any federal, state or local income taxes or penalties reasonably anticipated to result from the distribution; and (2) the Participant has obtained all distributions, other than hardship distributions, and all loans currently available under all plans administered by the Employer, unless a loan would not increase the amount of need for the Participant.

(C) Suspension of Contributions by Participant. A Participant will not make any salary reduced or after-tax contributions to any plans (both qualified and nonqualified plans) maintained by the Employer for six months following a hardship distribution.

(D) Exchange of Information. The Plan shall provide for the exchange of information among the Employer and any Vendors to the extent necessary to implement the Individual Agreements, including, in the case of a hardship withdrawal described in Section 6.04(B), the Vendor(s) notifying the Employer of the withdrawal in order for the Employer to implement the resulting six-month suspension of the Participant’s right to make Elective Deferrals under this Plan. In addition, the Employer shall obtain information from any Vendors to determine the amount of any plan loans and the Accounts that are available to the Participant under this Plan or any other plans maintained by the Employer to satisfy the financial need.

6.05 DISTRIBUTIONS AT SEVERANCE FROM EMPLOYMENT. To the extent provided by the Sponsoring Employer in the Adoption Agreement and/or Individual Agreement, a Participant may begin receiving a distribution under the Plan of all or a portion of his/her Vested Account following a Severance from Employment.

6.06 REQUIRED MINIMUM DISTRIBUTIONS. The Plan Administrator may not distribute or direct any Trustee to distribute the Participant’s Account, nor may the Participant elect any distribution of his/her Account, under a method of payment which, as of the Required Beginning Date, does not satisfy the minimum distribution requirements of Code section 401(a)(9) or which is not consistent with applicable law or Treasury Regulations thereunder.

(A) General Rules.

(1) Individual Agreements. The Plan and each Individual Agreement shall comply with the minimum distribution requirements of Code section 401(a)(9), the incidental benefit requirements of Code section 401(a), and the applicable Treasury Regulations.

(2) Precedence. The requirements of this Section 6.06 will take precedence over any inconsistent provisions of the Plan and any Individual Agreement. Except as otherwise indicated herein, the distribution rules in Code section 401(a)(9) will be applied to Code section 403(b) arrangements in accordance with the provisions of Treasury Regulation section 1.408-8 for purposes of determining required minimum distributions.

(B) Time and manner of distribution.

(1) Required Beginning Date. The Participant’s entire interest will be distributed, or begin to be distributed, to the Participant no later than the Participant’s Required Beginning Date.

(2) Death of Participant before distribution begins. Except as otherwise provided in an Individual Agreement, if the Participant dies before distributions begin, the Participant’s entire interest will be distributed, or begin to be distributed, no later than as follows:
(a) **Spouse Designated Beneficiary.** If the Participant’s surviving Spouse is the Participant’s sole Designated Beneficiary, distributions to the surviving Spouse will begin by December 31 of the calendar year immediately following the calendar year in which the Participant dies, or by December 31 of the calendar year in which the Participant would have attained age 70 ½, if later.

(b) **Non-Spouse Designated Beneficiary.** If the Participant’s surviving Spouse is not the Participant’s sole Designated Beneficiary, distributions to the Designated Beneficiary will begin by December 31 of the calendar year immediately following the calendar year in which the Participant died.

(c) **No Designated Beneficiary.** If there is no Designated Beneficiary as of September 30 of the year following the year of the Participant’s death, the Participant’s entire interest will be distributed by December 31 of the calendar year containing the fifth anniversary of the Participant’s death.

(d) **Death of Spouse.** If the Participant’s surviving Spouse is the Participant’s sole Designated Beneficiary and the surviving Spouse dies after the Participant but before distributions to the surviving Spouse begin, this Section 6.06(B)(2) other than Section 6.06(B)(2)(a), will apply as if the surviving Spouse were the Participant.

For purposes of this Section 6.06(B) and Section 6.06(D), unless Section 6.06(B)(2)(d) applies, distributions are considered to begin on the Participant’s Required Beginning Date. If Section 6.06(B)(2)(d) applies, distributions are considered to begin on the date distributions are required to begin to the surviving Spouse under Section 6.06(B)(2)(a). If distributions to the Participant under a lifetime or fixed period benefit, commence before the Participant’s Required Beginning Date (or to the Participant’s surviving Spouse before the date distributions are required to begin to the surviving Spouse under Section 6.06(B)(2)(a)), the date distributions are considered to begin is the date distributions actually commence.

(3) **Forms of distribution.** Unless the Participant’s interest is distributed in the form of a lifetime benefit, fixed period benefit or in a single sum in a manner to satisfy the requirements of Code section 401(a)(9) and the Treasury Regulations, distributions will be made in accordance with Sections 6.06(C) and 6.06(D). If the Participant’s interest is distributed in the form of a lifetime or fixed period benefit, distributions thereunder will be made in accordance with the requirements of Code section 401(a)(9) and Treasury Regulations.

(C) **Required minimum distributions during Participant’s lifetime.**

(1) **Amount of required minimum distribution for each Distribution Calendar Year.** During the Participant’s lifetime, the minimum amount that will be distributed for each Distribution Calendar Year is the lesser of:

(a) **Uniform Lifetime Table.** The quotient obtained by dividing the Participant’s Account Balance by the number in the Uniform Lifetime Table set forth in Treasury Regulation section 1.401(a)(9)-9, using the Participant’s attained age as of the Participant’s birthday in the Distribution Calendar Year; or

(b) **Spouse ten years younger than Participant.** If the Participant’s sole Designated Beneficiary for the Distribution Calendar Year is the Participant’s Spouse and the Spouse is more than ten years younger than the Participant, the quotient obtained by dividing the Participant’s Account Balance by the number in the Joint and Last Survivor Table set forth in Treasury Regulation section 1.401(a)(9)-9, using the Participant’s and Spouse’s attained ages as of the Participant’s and Spouse’s birthdays in the Distribution Calendar Year.
(2) Lifetime required minimum distributions continue through year of Participant’s death. Required minimum distributions will be determined under this Section 6.06(C) beginning with the first Distribution Calendar Year and up to and including the Distribution Calendar Year that includes the Participant’s date of death.

(D) Required minimum distributions after Participant’s death.

(1) Death on or after distributions begin.

(a) Participant survived by Designated Beneficiary. If the Participant dies on or after the date distributions begin and there is a Designated Beneficiary, the minimum amount that will be distributed for each Distribution Calendar Year after the year of the Participant’s death is the quotient obtained by dividing the Participant’s Account Balance by the longer of the remaining Life Expectancy of the Participant or the remaining Life Expectancy of the Participant’s Designated Beneficiary, determined as follows:

(i) Participant’s Life Expectancy. The Participant’s remaining Life Expectancy is calculated using the attained age of the Participant as of the Participant’s birthday in the calendar year of death, reduced by one for each subsequent calendar year.

(ii) Spouse’s Life Expectancy. If the Participant’s surviving Spouse is the Participant’s sole Designated Beneficiary, the remaining Life Expectancy of the surviving Spouse is calculated for each Distribution Calendar Year after the year of the Participant’s death using the surviving Spouse’s age as of the Spouse’s birthday in that year. For Distribution Calendar Years after the year of the surviving Spouse’s death, the remaining Life Expectancy of the surviving Spouse is calculated using the attained age of the surviving Spouse as of the Spouse’s birthday in the calendar year of the Spouse’s death, reduced by one for each subsequent calendar year.

(iii) Non-Spouse’s Life Expectancy. If the Participant’s surviving Spouse is not the Participant’s sole Designated Beneficiary, the Designated Beneficiary’s remaining Life Expectancy is calculated using the attained age of the Beneficiary as of the Beneficiary’s birthday in the calendar year following the calendar year of the Participant’s death, reduced by one for each subsequent calendar year.

(b) No Designated Beneficiary. If the Participant dies on or after the date distributions begin and there is no Designated Beneficiary as of September 30 of the calendar year after the calendar year of the Participant’s death, the minimum amount that will be distributed for each Distribution Calendar Year after the calendar year of the Participant’s death is the quotient obtained by dividing the Participant’s Account Balance by the Participant’s remaining Life Expectancy calculated using the attained age of the Participant as of the Participant’s birthday in the calendar year of death, reduced by one for each subsequent calendar year.

(2) Death before date distributions begin.

(a) Participant survived by Designated Beneficiary. Except as otherwise provided in an Individual Agreement, if the Participant dies before the date distributions begin and there is a Designated Beneficiary, the minimum amount that will be distributed for each Distribution Calendar Year after the year of the Participant’s death is the quotient obtained by dividing the Participant’s Account Balance by the remaining Life Expectancy of the Participant’s Designated Beneficiary, determined as provided in Section 6.06(D)(1).

(b) No Designated Beneficiary. If the Participant dies before the date distributions begin and there is no Designated Beneficiary as of September 30 of the year following the year of the Participant’s death, distribution of the Participant’s entire interest will be completed by December 31 of the calendar year containing the fifth anniversary of the Participant’s death.
(c) Death of surviving Spouse before distributions to surviving Spouse are required to begin. If the Participant dies before the date distributions begin, the Participant’s surviving Spouse is the Participant’s sole Designated Beneficiary, and the surviving Spouse dies before distributions are required to begin to the surviving Spouse under Section 6.06(B)(2)(a), this Section 6.06(D)(2) will apply as if the surviving Spouse were the Participant.

(E) Definitions. For purposes of this Section 6.06, the following definitions apply.

(1) Designated Beneficiary. The individual who is designated as the Beneficiary under the Plan and is the Designated Beneficiary under Code section 401(a)(9) and Treasury Regulation section 1.401(a)(9)-1, Q&A-4.

(a) Trusts as Designated Beneficiaries. References in this Plan to the Life Expectancy or lives of Designated Beneficiaries who are individuals include individuals who are beneficiaries of a trust that is designated as a Designated Beneficiary, provided that the trust is an “eligible trust.” A trust is an “eligible trust” if all of the following conditions are met:

(i) The trust is a valid trust under state law, or would be but for the fact that there is no corpus.

(ii) The trust is irrevocable or, if revocable, will become irrevocable upon the Participant’s death.

(iii) The beneficiaries of the trust who are beneficiaries with respect to the trust’s interest in the Participant’s benefit are identifiable from the trust instrument within the meaning of Q&A 5 of Treasury Regulation section 1.401(a)(9)-4.

(iv) The Participant or trustee of the trust, as applicable, provides the Plan Administrator with a list of all the beneficiaries of the trust, along with a description of the portion of the trust to which they are entitled and any conditions on their entitlement, and certifies, in accordance with the applicable rules, regulations or procedures adopted by the Plan Administrator that, to the best of the Participant’s and the Trustee’s knowledge, the list is correct and complete and that all the other requirements listed in subsections (i) through (iii) above have been met; provided, however, the Participant must provide the Plan Administrator with a copy of the trust on request.

If a trust meets the above requirements, the relevant Life Expectancy of the Designated Beneficiary for purposes of calculating distributions under Section 6.06 shall be the Life Expectancy of the trust beneficiary who has the shortest Life Expectancy. A trust that does not meet the above requirements will be treated as having no Life Expectancy, but still may be named as a Participant’s Designated Beneficiary.

(2) Distribution Calendar Year. A calendar year for which a minimum distribution is required. For distributions beginning before the Participant’s death, the first Distribution Calendar Year is the calendar year immediately preceding the calendar year that contains the Participant’s Required Beginning Date. For distributions beginning after the Participant’s death, the first Distribution Calendar Year is the calendar year in which the distributions are required to begin under Section 6.06(B)(2). The required minimum distribution for the Participant’s first Distribution Calendar Year will be made on or before the Participant’s Required Beginning Date. The required minimum distribution for other Distribution Calendar Years, including the required minimum distribution for the Distribution Calendar Year in which the Participant’s Required Beginning Date occurs, will be made on or before December 31 of that Distribution Calendar Year.

(3) Life Expectancy. Life Expectancy as computed by use of the applicable tables in Treasury Regulation section 1.401(a)(9)-9.
(4) **Participant’s Account Balance.** The Account balance as of the last valuation date in the calendar year immediately preceding the Distribution Calendar Year (valuation calendar year) increased by the amount of any Contributions made and allocated or forfeitures allocated to the Account balance as of dates in the valuation calendar year after the valuation date and decreased by distributions made in the valuation calendar year after the valuation date. The Account balance for the valuation calendar year includes any Rollover Contributions or Transfers to the Plan either in the valuation calendar year or in the Distribution Calendar Year if distributed or transferred in the valuation calendar year.

(5) **Required Beginning Date.** A Participant’s Required Beginning Date is the April 1 of the calendar year following the later of: (1) the calendar year in which the Participant attains age 70½, or (2) the calendar year in which the Participant retires; or (3) such other date under Code section 401(a)(9) by which required minimum distributions must commence.

6.07 **DISTRIBUTIONS OF SMALL ACCOUNT BALANCES.** In accordance with applicable law and policies and procedures of the Vendor, a Participant who has a Severance from Employment and whose Vested Account Balance derived from all contributions is not greater than a specified amount may receive a distribution of the value of the entire Vested portion of such Account balance and the non-vested portion will be treated as a Forfeiture. A Participant’s Roth Elective Deferral Account is taken into account in determining whether the total amount of the Participant’s Account balances under the Plan exceeds the amount for mandatory distributions.

6.08 **DEATH BENEFIT.** If the Participant dies before receiving a distribution of all of his/her Account, the Trustee, at the direction of the Plan Administrator, will distribute to the Participant’s Beneficiary the balance of the Participant’s Account in any form of payment permitted under the terms and conditions of the Adoption Agreement and/or Individual Agreement, as selected by the Beneficiary on the appropriate distribution form.

In no event will the Trustee commence distributions, nor will the Beneficiary elect to have distributions commence, later than the Required Beginning Date as defined under Section 6.06, or under a method that does not satisfy Section 6.06.

6.09 **DISABILITY RETIREMENT BENEFIT.** If the Sponsoring Employer elects in the Adoption Agreement and/or Individual Agreement to permit disability retirement benefits, a Participant who becomes Disabled is eligible for a disability retirement benefit in any form of payment offered under the terms and conditions of the Adoption Agreement and/or Individual Agreement.

Except as otherwise provided in an Individual Agreement, a Participant who becomes Disabled is eligible for a disability retirement benefit after satisfying a five-month waiting period that begins on the Participant’s Disability Date. A disability retirement benefit will be effective: (1) the first of the month following the month when the five-month waiting period is satisfied; or if later, (2) the date the Participant requests payment of benefits on a form approved by the Plan Administrator.

Further, if elected by the Sponsoring Employer in the Adoption Agreement or otherwise provided in the Individual Agreement, a Participant who becomes disabled but is not Disabled within the meaning of the Plan, will be eligible to receive a distribution from the Participant’s Employer Contribution Account.
6.10 DISTRIBUTIONS UNDER QUALIFIED DOMESTIC RELATIONS ORDERS (QDRO). The Plan Administrator and Trustee must comply with the terms of a QDRO as defined in Code section 414(p) that is issued with respect to the Plan.

(A) QDRO procedures. The Plan Administrator must establish reasonable procedures to determine the qualified status of a domestic relations order. Upon receiving a domestic relations order, the Plan Administrator promptly will notify the Participant and any alternate payee named in the order, in writing, of the receipt of the order and the Plan’s procedures for determining the qualified status of the order. Within a reasonable period of time after receiving the domestic relations order, the Plan Administrator must determine the qualified status of the order and must notify the Participant and each alternate payee, in writing, of the Plan Administrator’s determination. The Plan Administrator must provide notice under this paragraph by mailing such notice to the Participant and each alternate payee’s address specified in the domestic relations order. If the Plan Administrator determines the order is a QDRO, the Plan Administrator will assign or will direct the Trustee to assign any amounts in accordance with the QDRO. If the Plan Administrator determines the order not to be a valid QDRO, the parties will be provided 18 months to obtain an amended order to qualify as a valid QDRO. During this 18-month cure period, the Plan Administrator will separately account for amounts awarded to each party. If the parties have not obtained a valid QDRO at the end of the 18-month period (or such additional period as permitted by applicable law), the amounts separately accounted for the benefit of the alternate payee will be restored to the Participant.

(B) Accounting. If any portion of the Participant’s Account balance is payable to an alternate payee under the domestic relations order during the period the Plan Administrator is making its determination of the qualified status of the domestic relations order, the Plan Administrator must maintain a separate accounting of the amounts payable. The Plan Administrator may segregate or may direct the Trustee to segregate the QDRO amount in a segregated investment account.

(C) Time and method of payment. Except as otherwise provided in an Individual Agreement, distribution to an alternate payee under a QDRO may be made at any time, notwithstanding any contrary Plan provision and irrespective of whether the Participant has attained his/her earliest retirement age (as defined under Code section 414(p)) under the Plan. Nothing in this Section 6.10 gives a Participant a right to receive distribution at a time the Plan otherwise does not permit nor authorizes the alternate payee to receive a form of payment the Plan does not permit.

The Plan Administrator or Trustee will make any payments or distributions required under this Section 6.10 by separate benefit checks or other separate distribution to the alternate payee(s).

6.11 TRANSFERS OUT OF THE PLAN. To the extent provided by the Sponsoring Employer in the Adoption Agreement and/or Individual Agreement, a Participant will be entitled to Transfer all or a portion of their Account to a plan of another employer at which the Participant is a current or former employee, or to another 403(b) plan of the Employer, if any.

Except as otherwise provided in an Individual Agreement, there are no limits on the number of Transfers permitted in a Plan Year, and the restrictions of Code section 403(b)(11) on the distribution of Elective Deferrals do not apply for purposes of Transfers. To the extent Transfers are permitted, all or a portion of a Participant’s Account eligible for a distribution as a single sum payment, excluding amounts required to be distributed under Section 6.06, if any, may be transferred directly to a Code section 403(b)(1) annuity contract, Code section 403(b)(7) custodial account, or Code section 403(b)(9) retirement income account. The Participant (or the Participant’s Beneficiary, if the Participant is deceased), may request a Transfer in writing on a form prescribed by the Plan Administrator, provided that an irrevocable periodic payment option has not commenced with respect to such amounts.

6.12 DISTRIBUTION OF ROLLOVER AND TRANSFER CONTRIBUTIONS.

(A) Rollover Contribution Account. Except as otherwise provided in an Individual Agreement, the Trustee at the direction of the Plan Administrator will distribute to a Participant all or a portion of the Rollover Contribution Account and Roth Rollover Contribution Account in accordance with applicable law, at any time.
(B) **Transfer Contribution Account.** Except as otherwise provided in an Individual Agreement, the Trustee, at the direction of the Plan Administrator, will distribute to a Participant:

1. Following severance from employment, death, or Disability all or a portion of his/her Transfer Contribution Account attributable to employer contributions made by an employer with whom the Employee no longer has an employment relationship;

2. All or a portion of his/her Transfer Contribution Account that is attributable to contributions made by a salary reduction agreement (within the meaning of Code section 402(g)(3)(C)) made after December 31, 1988, and their earnings, following the Participant’s attainment of age 59½, eligibility to receive a qualified reservist distribution as defined in Code section 72(t)(2)(G), death, or Disability; and

3. All or a portion of his/her Transfer Contribution Account that is attributable to contributions made on an after-tax basis, in accordance with Code section 72.

Transfer Contributions attributable to contributions made by an employer (non-elective contributions) will be subject to the same distribution restrictions as Employer Contributions, unless otherwise provided by applicable law. In determining whether a severance from employment has occurred, employment status will be based on the employer that made the employer contributions.

Notwithstanding the foregoing, Transfer Contributions attributable to contributions made by an employer (non-elective contributions) previously held in a Code section 403(b)(7) custodial account may not be distributed unless the Participant attains age 59½, has a severance from employment, dies or becomes Disabled.

6.13 **ELIGIBLE ROLLOVER DISTRIBUTIONS.**

(A) **Participant election.** A Participant may elect, at the time and in the manner the Plan Administrator prescribes, to have any portion of his/her Eligible Rollover Distribution from the Plan paid directly to an Eligible Retirement Plan specified by the Participant in a Direct Rollover election. For purposes of this election, a “Participant” includes as to their respective interests, a Participant’s surviving Spouse and the Participant’s Spouse or former Spouse who is an alternate payee under a QDRO.

(B) **Rollover and withholding notice.** At least 30 days and not more than 90 days prior to the Trustee’s distribution of an Eligible Rollover Distribution, the payor must provide a written notice (including a summary notice as permitted under applicable Treasury Regulations) explaining to the Participant the rollover option, the applicability of mandatory 20% federal withholding to any amount not directly rolled over, and the recipient’s right to roll over a Plan distribution within 60 days after the date of receipt of the distribution (“rollover notice”). The Participant may waive the notice period by making an affirmative election on the distribution form indicating whether or not he/she wants to make a Direct Rollover.

(C) **Definitions.** The following definitions apply to this Section:

1. **Eligible Rollover Distribution.** An Eligible Rollover Distribution is any distribution of all or any portion of the balance to the credit of the Participant, except an Eligible Rollover Distribution does not include: (a) any distribution which is one of a series of substantially equal periodic payments (not less frequently than annually) made for the life (or life expectancy) of the Participant or the joint lives (or joint life expectancies) of the Participant and the Participant’s designated beneficiary, or for a specified period of ten years or more; (b) any Code section 401(a)(9) required minimum distribution; (c) any hardship distribution; and (d) any distribution which otherwise would be an Eligible Rollover Distribution, but where the total distributions to the Participant during that Plan Year are reasonably expected to be less than $200.
A portion of a distribution shall not fail to be an Eligible Rollover Distribution merely because the portion consists of after-tax contributions that are not includible in gross income. However, such portion may be transferred only to: (i) a qualified defined contribution plan described in Code section 401(a) or 403(a), or an annuity contract described in Code section 403(b) (including a Code section 403(b)(7) custodial account and a Code section 403(b)(9) retirement income account) that agrees to account separately for amounts so transferred, including separately accounting for the portion of such distribution which is includible in gross income and the portion of such distribution which is not so includible; (ii) an individual retirement income account or annuity described in Code section 408(a) or (b) of the Code; or (iii) a Roth IRA described in Code section 408A.

(2) Eligible Retirement Plan. An Eligible Retirement Plan includes any of the following which accepts the Participant’s Eligible Rollover Distribution: an individual retirement account described in Code section 408(a), an individual retirement annuity described in Code section 408(b), an annuity plan described in Code section 403(a), a qualified plan described in Code section 401(a), an annuity contract (or custodial agreement or retirement income account) described in Code section 403(b), a governmental 457(b) plan, or a Roth IRA described in Code section 408A, which accepts the Participant’s Eligible Rollover Distribution.

(3) Direct Rollover. A Direct Rollover is a payment by the Plan to the Eligible Retirement Plan specified by the recipient. A Direct Rollover of a distribution from a Roth Elective Deferral Account under the Plan will only be made to another Roth elective deferral account under an applicable retirement plan described in Code section 402A(e)(1) or to a Roth IRA described in Code section 408A, and only to the extent the rollover is permitted under the rules of Code section 402(c).

(D) Nonspouse election. A nonspouse Beneficiary may elect, at the time and in the manner the Plan Administrator prescribes, to have his/her death benefit distribution from the Plan paid directly to an individual retirement account, that has been established on behalf of the nonspouse Beneficiary as an inherited IRA within the meaning of Code section 408(d)(3)(C), and that is specified by such Beneficiary in a Direct Rollover election.

(E) The Plan will not provide for a Direct Rollover (including an automatic rollover) for distributions from a Participant’s Roth Elective Deferrals Account under the Plan only to be made to another Roth elective deferral account under an applicable retirement plan described in Code section 402A(e)(1) or to a Roth IRA described in Code section 408A, and only to the extent the rollover is permitted under the rules of Code section 402(c).

6.14 ORDERING RULES FOR DISTRIBUTIONS.

Except as otherwise provided in an Individual Agreement, the Employer operationally may implement an ordering rule procedure for distributions (including, but not limited to, hardship or other in-service distributions) from a Participant’s Account attributable to Tax Sheltered Contributions or Roth Elective Deferrals, and/or an ordering rule for hardship distributions or loans from a Participant’s Account in accordance with the requirements of (A) and (B) below.

Such procedure will be contained in a separate written document, which is hereby incorporated by reference and made a part of the Plan. Furthermore, such procedure may be modified or amended in writing from time to time without the necessity of amending this Section 6.14.

In applying such procedure, the Employer must treat all Participants on a reasonably equivalent basis. Further, to the extent the Employer is a NQCCO, the ordering rule must be administered in a way so as not to cause the Plan to fail to meet the requirements of Code section 403(b)(12).

(A) Tax Sheltered Contributions or Roth Elective Deferrals. Such procedure may specify whether the Tax Sheltered Contributions or Roth Elective Deferrals are distributed first, or such procedure may permit the Participant to elect which type of elective deferrals will be distributed first.
(B) **Hardship Distributions or Loans.** In the event the Employer permits the Participant to choose from among multiple Funding Vehicles offered through multiple Vendors, such procedure may specify that a Participant may take a hardship distribution and/or receive a loan, regardless of the provisions of the Individual Agreement, from a single Vendor, to the extent the Sponsoring Employer is able to coordinate such provision with all Vendors.
ARTICLE VII
LOANS

7.01 LOANS.

(A) To the extent permitted in the Adoption Agreement and/or Individual Agreement, loans shall be permitted under this Plan.

(B) Each Vendor shall be responsible for all information reporting and tax withholding required by applicable federal and state law in connection with distributions and loans. To minimize the instances in which Participants have taxable income as a result of loans from the Plan, the Plan Administrator shall take such steps as may be appropriate to ensure that all Plan loans comply with the limitations on loans set forth in Section 7.01(D), including, for example, the collection of information from Vendors, and transmission of information requested by any Vendor, concerning the outstanding balance of any loans made to a Participant under the Plan or any other plan of the Employer. The Plan Administrator shall also take such steps as may be appropriate to collect information from Vendors, and transmit information to any Vendor, concerning any failure by a Participant to timely repay any loans made to a Participant under the Plan or any other plan of the Employer.

(C) If the Sponsoring Employer elects in the Adoption Agreement and/or Individual Agreement to permit Participant loans, the Trustee may, in the Trustee’s discretion, make loans to Participants and Beneficiaries under the following circumstances:

1. Loans will be made available to all Participants and Beneficiaries on a reasonably equivalent basis;

2. Loans will not be made available to Highly Compensated Employees in an amount greater than the amount made available to other Participants and Beneficiaries;

3. Loans will bear a reasonable rate of interest;

4. Loans will be adequately secured; and

5. Loans will provide for periodic repayment over a reasonable period of time.

(D) Unless otherwise provided in an Individual Agreement, loans made pursuant to this Section 7.01 (when added to the outstanding balance of all other loans made by the Plan to the Participant) shall be limited to the lesser of:

1. $50,000 reduced by the excess (if any) of the highest outstanding balance of loans from the Plan to the Participant during the one year period ending on the day before the date on which such loan is made, over the outstanding balance of loans from the Plan to the Participant on the date on which such loan was made; or

2. One-half (1/2) of the present value of the non-forfeitable accrued benefit of the Participant under the Plan.

For purposes of this limit, all plans of the Employer will be considered one plan.

(E) Loans will provide for level amortization with payments to be made not less frequently than quarterly over a period not to exceed five (5) years. However, loans used to acquire any dwelling unit which, within a reasonable time, is to be used (determined at the time the loan is made) as a "principal residence" of the Participant shall provide for periodic repayment over a reasonable period of time that may exceed five (5) years. For this purpose, a "principal residence" has the same meaning as a "principal residence" under Code section 121. Loan repayments may be suspended under this Plan as permitted under Code section 414(u)(4).

(F) Any loans granted or renewed shall be made pursuant to a Participant loan program established by the Plan Administrator. Such loan program will be established in writing and must include, but need not be limited to, the following:
(1) A procedure for applying for loans;
(2) The basis on which loans will be approved or denied;
(3) Limitations, if any, on the types and amounts of loans offered;
(4) The types of collateral which may secure a Participant loan; and
(5) The events constituting default and the steps that will be taken to preserve Plan assets in the event of default.

Such Participant loan program will be contained in a separate written document which is hereby incorporated by reference and made a part of the Plan. Furthermore, such Participant loan program may be modified or amended in writing from time to time without the necessity of amending this Section 7.01.

(G) Notwithstanding anything in this Plan to the contrary, if a Participant or Beneficiary defaults on a loan made pursuant to this Section 7.01, then the loan default will be a distributable event to the extent permitted by the Code and Treasury Regulations.

(H) Notwithstanding anything in this Section 7.01 to the contrary, any loans made prior to the date this Plan amendment and restatement is adopted shall be subject to the terms of the plan in effect at the time such loan was made, unless otherwise agreed to by the Participant.

(I) Loans will be subject to terms, conditions and limitations necessary for administrative convenience and to enable the Plan to comply with applicable law.
ARTICLE VIII
PLAN ADMINISTRATOR - DUTIES WITH RESPECT TO PARTICIPANTS’ ACCOUNTS

8.01 POWERS AND DUTIES. Subject to the terms of the Plan, the Plan Administrator has the following powers and duties:

(A) To select a committee to assist the Plan Administrator;
(B) To select a secretary for the committee, who need not be a member of the committee;
(C) To determine the rights of eligibility of an Employee to participate in the Plan, and to the extent required by applicable law and at least once during each Plan Year, provide to each Employee eligible to participate in the Plan notice of the Employee's effective opportunity to enter into a Salary Reduction Agreement with the Sponsoring Employer;
(D) To determine the value of a Participant’s Account to the extent not provided by the Vendors;
(E) To establish policies and procedures necessary for the proper and efficient administration of the Plan provided such policies and procedures are not inconsistent with the terms of the Plan;
(F) To construe and enforce the terms of the Plan and the policies and procedures the Plan Administrator adopts, including interpretation of the Plan documents and documents related to the Plan’s operation;
(G) To direct the distribution of a Participant’s Account;
(H) To review and render decisions respecting a claim (or denial of a claim) for a benefit under the Plan;
(I) To furnish the Employer with information that the Employer may require for tax or other purposes;
(J) To engage the services of any third party to invest any Account under this Plan and to direct such third party to make payment to a Participant of his/her Vested Account;
(K) To establish reasonable procedures for determining the qualified status of domestic relations orders;
(L) To undertake correction of any Plan failures as necessary to preserve the Plan’s status as a Church Plan and as a retirement income account described in Code section 403(b)(9);
(M) To determine whether an Employee is disabled or has incurred a Disability;
(N) To engage the services of, and enter into separate administrative services agreement(s) and/or information sharing agreement(s) with, a third party to assist the Plan Administrator in carrying out its duties and responsibilities under the Plan; and
(O) To undertake any other action the Plan Administrator deems reasonable or necessary to administer the Plan.

The Plan Administrator will have total and complete discretion to interpret and construe the Plan and to determine all questions arising in the administration, interpretation and application of the Plan. Any determination the Plan Administrator makes under the Plan is final and binding upon any affected person.

8.02 AUTHORIZED REPRESENTATIVE. The Plan Administrator may authorize any one of the members of the committee, if any, the committee’s secretary, or such other person(s) designated by the Plan Administrator to sign on the Plan Administrator’s behalf, any Plan notices, directions, applications, certificates, consents, approvals, waivers, letters or other documents (other than the Adoption Agreement).
8.03 COMPENSATION. The Plan Administrator and the members of the committee will serve without compensation for Plan Administrator services, but the Employers will pay all expenses of the Plan Administrator and committee.

8.04 TERM/VACANCY. The Plan Administrator will serve until his/her successor is appointed. In case of a vacancy in the position of the Plan Administrator, the Sponsoring Employer will exercise any and all of the powers, authority, duties and discretion conferred upon the Plan Administrator pending the filling of the vacancy.

8.05 ACCOUNT CHARGED. The Plan Administrator will charge all distributions or Transfers made by a Participant or to his/her Beneficiary, from his/her Account, against such Account when made.

8.06 ALLOCATION OF NET INCOME, GAIN OR LOSS. As necessary, the Plan Administrator will adjust Accounts to reflect net income, gain or loss, if any. The Plan Administrator will continue to allocate net income, gain and loss to a Participant’s Account subject to any distributions, until the Account is fully distributed.

8.07 FACILITY OF PAYMENT. When, in the Plan Administrator’s opinion, a person entitled to receive any payment of a benefit under the Plan is under a legal disability or is incapacitated in any way so as to be unable to manage such person's financial affairs, the Plan Administrator may direct the Trustee to make payments directly to the person, to the person's legal representative, or to a relative or friend of the person to be used exclusively for such person's benefit, or apply any such payment for the benefit of the person in such manner as the Plan Administrator deems advisable. The decision of the Plan Administrator, in each case, will be final, binding, and conclusive upon all persons ever interested hereunder. The Plan Administrator will not be obligated to see to the proper application or expenditure of any payment so made. Any benefit payment (or installment thereof) made in accordance with the provisions of this Section 8.07 will completely discharge the obligation for making such payment under the Plan. The Plan Administrator shall not have any liability with respect to payments so made and the Plan Administrator has no duty to make inquiry as to the competence of any person entitled to receive payments under the Plan.

8.08 INDIVIDUAL ACCOUNTS / RECORDS. The Plan Administrator will engage the services of third parties to maintain separate Account(s) in the name of each Participant to reflect the value of the Participant’s Account(s) under the Adoption Agreement and/or Individual Agreement and to maintain records of its activities.

8.09 LIMITED LIABILITY. Except as specifically required by applicable law, the Employer will not be liable to pay Plan benefits to a Participant in excess of the value of the Participant’s Account as the Plan Administrator determines in accordance with the Plan terms, and neither the Employer nor the Plan Administrator will be liable for losses arising from a decrease in the value of any investments acquired under this Plan.

8.10 MANNER OF PAYMENT OF BENEFITS. Except as provided in Sections 6.06 and 6.07, benefit payments will not be payable until the Participant, Beneficiary, or other applicable person requests commencement of payment on a form approved by the Plan Administrator. Benefits which are payable in a single sum distribution will be paid as soon as administratively feasible in accordance with policies and procedures adopted by the Plan Administrator.

Except as otherwise provided in an Individual Agreement, and unless otherwise provided when the benefit payments are established, benefits which are not payable in a single sum distribution will be payable in monthly installments on the last day of each calendar month or such earlier date as may be established by the Trustee. Such benefits will cease to be paid after the benefit payment for the month in which occurs the date of death of the person then entitled to receive such benefits, or upon such other termination date provided for in the applicable benefit provisions of the Plan.

8.11 MISSING PERSONS. If the Plan Administrator is unable to locate the whereabouts of a Participant (or the Participant’s surviving Beneficiary), the Participant’s Contributions Accounts will be treated in a manner determined consistent with Code section 403(b).
8.12 OWNERSHIP. By executing the Adoption Agreement, the Sponsoring Employer has adopted the 403(b) Retirement Plan Trust to hold the assets of the Individual Agreement for the retirement income account with GuideStone. The Plan incorporates by reference the provisions of the Trust as if fully set forth herein.

8.13 PLAN INVESTMENTS ELECTION.

(A) All amounts contributed to the Plan, all property and rights purchased with such amounts under the Funding Vehicle(s), and all income attributable to such amounts, property, or rights shall be held and invested in one or more annuity contracts described in Code section 403(b)(1), custodial accounts described in Code section 403(b)(7), or retirement income accounts described in Code section 403(b)(9).

(B) Unless otherwise provided in an Individual Agreement, a Participant will have the right to direct the investment or reinvestment of the assets comprising the Participant’s Account. The Plan Administrator may apply restrictions on the frequency of investment fund changes or other requirements applicable to Participant direction of investments.

(C) To the extent permitted by applicable law, regulations and other guidance, in the case of an organization that meets the definition of NQCCO, the Sponsoring Employer shall maintain a list of all Vendors included under the Plan. Such list is hereby incorporated as part of the Plan as required by Code section 403(b), the applicable Treasury Regulations and other guidance. Each Vendor and the Sponsoring Employer shall exchange such information as may be necessary to satisfy Code section 403(b) or other requirements of applicable law. In the case of a Vendor that is not eligible to receive Contributions under the Plan (including a Vendor which has ceased to be a Vendor eligible to receive Contributions under the Plan and a Vendor holding assets under the Plan in accordance with Section 5.03), the Sponsoring Employer shall continually keep the Vendor informed of the name and contact information of the Sponsoring Employer in order to coordinate information necessary to satisfy Code section 403(b) or other requirements of applicable law.

8.14 VALUE OF PARTICIPANT’S ACCOUNT. Except as otherwise provided in an Individual Agreement, the value of each Participant’s Account consists of his/her accumulated balance as of each business day of the Plan Year.
ARTICLE IX
PARTICIPANT ADMINISTRATIVE PROVISIONS

9.01 ADDRESS FOR NOTIFICATION. Each Participant and each Beneficiary of a deceased Participant must file with the Plan Administrator from time to time his/her address and any change of address. Any communication, statement or notice addressed to a Participant or Beneficiary at his/her last address filed with the Plan Administrator, or as shown on the records of the Employer, binds the Participant or Beneficiary for all purposes of this Plan.

9.02 BENEFICIARY DESIGNATION. Except as otherwise provided in an Individual Agreement, a Participant may designate, in writing, any person(s) (including a trust or other entity), contingently or successively, to whom the Plan Administrator or Trustee will pay the Participant’s Account in the event of death. The Plan Administrator will prescribe the form for the Participant’s written designation of Beneficiary. Upon the Participant’s filing the form, the form will revoke all designations filed prior to that date by the same Participant. A divorce decree will revoke the Participant’s designation, if any, of his/her Spouse as his/her Beneficiary under the Plan. If the Sponsoring Employer in the Adoption Agreement elects to require the notarized consent of a Spouse, marriage will revoke a previous Beneficiary designation. If the Sponsoring Employer in the Adoption Agreement elects not to require the consent of a Spouse, marriage will not revoke a previous Beneficiary designation. Additionally, the consent of the Participant’s Spouse will not be required if the Participant provides the Plan Administrator with a decree of legal separation or with evidence satisfactory to the Plan Administrator that the Spouse’s consent cannot be obtained.

Upon the Participant’s death, a Beneficiary may designate a Beneficiary for the Participant’s remaining Account balance. Consent of a spouse will not be required for a surviving Beneficiary or an alternate payee to designate a Beneficiary other than his/her spouse. The Plan Administrator will direct the Trustee as to whom the Trustee will make payment under Section 9.02 and 9.03.

9.03 NO BENEFICIARY DESIGNATION. Except as otherwise provided in an Individual Agreement, if a Participant fails to name a Beneficiary in accordance with Section 9.02, or if the Beneficiary named by a Participant predeceases the Participant, then the Plan Administrator will pay the Participant’s remaining Account in accordance with Article IV in the following order of priority to:

(A) The Participant’s surviving Spouse; or
(B) The Participant’s estate.

If the Beneficiary survives the Participant, but dies prior to distribution of the Participant’s entire Account, the Trustee will pay the remaining Account to the Beneficiary’s estate.

9.04 PARTICIPANT OR BENEFICIARY INCAPACITATED. If, in the opinion of the Plan Administrator, a Participant or Beneficiary entitled to a Plan distribution is not able to care for his/her affairs because of a mental or physical condition, the Plan Administrator may direct the Trustee to make the distribution to the Participant’s or Beneficiary’s guardian, conservator, trustee or custodian (including under a Uniform Transfers or Gifts to Minors Act) or to his/her attorney-in-fact or to other legal representative upon furnishing evidence of such status satisfactory to the Plan Administrator. The Plan Administrator and the Trustee do not have any liability with respect to payments so made and neither the Plan Administrator nor the Trustee has any duty to make inquiry as to the competence of any person entitled to receive payments under the Plan.

9.05 PERSONAL DATA TO PLAN ADMINISTRATOR. Each Participant and each Beneficiary of a deceased Participant must furnish to the Plan Administrator such evidence, data or information as the Plan Administrator considers necessary or desirable for the purpose of administering the Plan. The provisions of this Plan are effective for the benefit of each Participant upon the condition precedent that each Participant will furnish promptly full, true and complete evidence, data and information when requested by the Plan Administrator, provided the Plan Administrator advises each Participant of the effect of his/her failure to comply with its request.
9.06 SALARY REDUCTION AGREEMENT.

(A) **General.** A Participant may elect to make Elective Deferrals pursuant to a Salary Reduction Agreement.

(B) **Election timing.** A Participant’s Salary Reduction Agreement may not take effect earlier than the first day the Participant executes the Salary Reduction Agreement and will apply only with respect to compensation paid or made available after the effective date of the Salary Reduction Agreement.

(C) **Modification of Salary Reduction Agreement.** A Participant’s Salary Reduction Agreement remains in effect until a Participant modifies it or ceases to be eligible to participate in the Plan. In addition, unless an election is otherwise modified, if an Employee is absent from work by leave of absence, the Salary Reduction Agreement under the Plan shall continue to the extent Compensation continues to be paid. A Participant may modify his/her Salary Reduction Agreement by executing a new Salary Reduction Agreement in accordance with the Sponsoring Employer’s elections in Section 2.03 of the Adoption Agreement, or as provided in the Individual Agreement.

(D) **Notice Requirement.** To the extent required by applicable law, Treasury Regulations, other guidance, and at least once during each Plan Year, in the case of an organization that meets the definition of a NQCCO, the Plan Administrator shall provide to each Employee eligible to participate in the Plan notice of the Employee’s effective opportunity to enter into a Salary Reduction Agreement with the Employer. The notice must be sufficiently accurate and comprehensive to apprise the Employee of such right to make (or change) a cash or deferred election, the period of time during which an election may be made, and any other conditions on elections.
ARTICLE X
MISCELLANEOUS

10.01 EFFECT ON OTHER PLANS. This Plan does not affect benefits under any other retirement, pension, or benefit plan or system established for the benefit of any Employees, and participation under this Plan does not affect benefits receivable under any such plan or system, except to the extent provided in such plan or system.

10.02 EMPLOYMENT NOT GUARANTEED. Nothing contained in this Plan, or any modification of or amendment to the Plan, or in the creation of any Account, or the payment of any benefit, gives any Employee, Participant or Beneficiary any right to continue employment, any legal or equitable right against the Employer, the Plan Administrator, the Trustee, plan service provider, any other employee of the Employer, or any agents thereof except as expressly provided by the Plan.

10.03 ERRONEOUS PAYMENTS. If the Trustee or Plan Administrator makes any payments that, according to the terms of the Plan and the benefits provided hereunder, should not have been made, the Trustee or Plan Administrator may recover that incorrect payment from the person to whom it was made or from any other appropriate party, by whatever means necessary, whether or not it was made due to the error of the Trustee or Plan Administrator.

10.04 FIDUCIARY RESPONSIBILITY. All fiduciary duties and responsibilities related to and arising under the Plan will be fulfilled solely by the Employer.

10.05 LIMITATION ON OTHER PROVISIONS. Any document incorporated as part of the Plan that contains provisions inconsistent with Code section 403(b), or that applies the requirements of ERISA, is not intended to be a part of the Plan.

10.06 NO ASSIGNMENT OR ALIENATION. Except as provided in Section 6.10, neither a Participant nor a Beneficiary will have the right to sell, assign, pledge, transfer or otherwise convey or encumber the Participant’s or Beneficiary’s rights or benefits under the Plan or Trust, and the Plan Administrator and the Trustee will not recognize any such attempted anticipation, assignment, or alienation. Furthermore, a Participant’s or Beneficiary’s interest in the Trust is not subject to attachment, garnishment, levy, execution or other legal or equitable process.

10.07 NOTICE, DESIGNATION, ELECTION, CONSENT AND WAIVER. All notices under the Plan and all Participant or Beneficiary designations, elections, consents or waivers must be in writing and made in a form the Plan Administrator specifies or otherwise approves. To the extent permitted by applicable law or Treasury Regulations, any Plan notice, election, consent or waiver may be transmitted electronically. Any person entitled to notice under the Plan may waive the giving of a notice or approve a shorter notice period except as otherwise required by the Code.

10.08 USERRA. Notwithstanding any provision of this Plan to the contrary, contributions, benefits and service credit with respect to qualified military service will be provided in accordance with Code section 414(u).

10.09 WORD USAGE. Words used in the masculine will apply to the feminine where applicable, and wherever the context of the Plan dictates, the plural will be read as the singular and the singular as the plural.

10.10 DISASTER RELIEF. Notwithstanding any provision of this Plan to the contrary, contributions, distributions, and loans will be provided in accordance with any applicable relief related to disasters provided by the IRS.

The Trustee may require the Employer to furnish whatever evidence the Trustee deems necessary to enable the Trustee to confirm that the Employer has requested such benefit be provided under this Section 10.10.
10.11 **EXCLUSIVE BENEFIT RULE.** Subject to the provisions in Code section 414(p) relating to qualified domestic relations orders, all property and funds of the Plan, along with any earnings (or losses) thereon from investments, will be retained for the exclusive benefit of Participants and their Beneficiaries or the payment of reasonable administrative expenses. For this purpose, assets will be treated as diverted if there is a loan or other extension of credit from assets in the account to an Employer. No person will have any interest in, or right to, the Trust Fund or any part thereof, except as specifically provided for in this Plan or the Trust, or both.
ARTICLE XI
AMENDMENT, FREEZING, AND TERMINATION

11.01 AMENDMENT BY SPONSORING EMPLOYER. The Sponsoring Employer has the right at any time and from time to time to amend the Adoption Agreement in any manner it considers necessary or advisable within the parameters of the existing Adoption Agreement elections; provided, however, the Sponsoring Employer may not make any amendment which affects the rights, duties or responsibilities of GuideStone without written consent of GuideStone.

The Sponsoring Employer must make all such amendments by executing a new Adoption Agreement. Each Adoption Agreement must state its initial and/or restated effective date.

11.02 AMENDMENT OF BASIC PLAN DOCUMENT. GuideStone maintains the Basic Plan Document and the Adoption Agreement for the Sponsoring Employer and may amend the Basic Plan Document, Trust and Adoption Agreement from time to time to comply with applicable law or for such other reasons as GuideStone deems necessary from time to time. No amendment at any time will decrease a Participant’s accrued benefits. Any cross-reference in this Plan to the Adoption Agreement may be adjusted from time to time as determined necessary or appropriate by GuideStone to coordinate the provisions of the Plan and the Adoption Agreement. GuideStone will not make any amendment to the Plan that affects the rights, duties or responsibilities of the Sponsoring Employer or the Plan Administrator without written consent of the Sponsoring Employer.

11.03 FREEZING OF PLAN. The Sponsoring Employer has the right, at any time, to cease (freeze) further Contributions to the Plan. Upon freezing of the Plan, the provisions of the Plan (other than provisions permitting continued Contributions) remain operative until distribution of all Accounts.

11.04 TERMINATION OF PLAN.

(A) The Sponsoring Employer has adopted the Plan with the intention and expectation that Contributions will be continued indefinitely. However, the Sponsoring Employer has no obligation or liability whatsoever to maintain the Plan for any length of time and may discontinue Contributions under the Plan, at any time, without any liability hereunder for any such discontinuance. Accordingly, the Sponsoring Employer may terminate the Plan in accordance with Treasury Regulation section 1.403(b)-10(a) at any time.

(B) The Sponsoring Employer may provide that, in connection with a termination of the Plan and subject to any restrictions contained in the Adoption Agreement and/or Individual Agreement, all Accounts will be distributed, provided that the Sponsoring Employer does not make contributions to an alternative section 403(b) contract that is not part of the Plan during the period beginning on the date of plan termination and ending 12 months after the distribution of all assets from the Plan, except as permitted by Treasury Regulations.

11.05 PLAN CONTINUATION BY SUCCESSOR SPONSORING EMPLOYER. In the event of the dissolution, merger, consolidation or reorganization of the Sponsoring Employer, provision may be made for a continuation of the Plan by any successor employer with the consent of the Trustee, provided such successor employer is eligible to participate in a Church Plan. In such event, the successor employer shall assume the Plan liabilities of the Sponsoring Employer and have all the powers, duties and responsibilities of the Sponsoring Employer hereunder.

11.06 PLAN MERGER OR CONSOLIDATION.

(A) In the event of any proposed merger or consolidation of the Plan with, or proposed transfer in whole or in part of the assets and liabilities held or incurred under the Plan to, any other plan of deferred compensation maintained or to be established for the benefit of all or some of the Participants in the Plan, the assets held under the Plan allocable to such Participants shall be transferred to such other fund only if:
(1) Each Participant would receive a benefit immediately after the merger, consolidation or transfer (in either the Plan or the other plan then terminated) which is equal to or greater than the benefit such Participant would have been entitled to receive immediately before such merger, consolidation or transfer if the plan had then terminated; and

(2) Resolutions of the board of trustees or directors of the Sponsoring Employer and the board of trustees or directors of any new or successor employer of all affected Participants shall authorize such transfer of assets; provided, the resolutions of any such new or successor employer shall include an assumption of all liabilities related to such Participant’s inclusion in such new or successor plan.

(B) In the event of a Plan merger or consolidation, the Trustee will pay all funds held by the Trust for the benefit of the Sponsoring Employer and its Participants to the funding agency specified by the Sponsoring Employer, such payment to be made in accordance with the terms of one of the following payout methods selected by the Sponsoring Employer:

(1) The Trustee will determine the current market value of the funds on deposit with respect to the assets of the Plan held by the Trustee, and the Trustee will pay the lesser of the book value or market value of such funds to the alternative funding agency designated by the Sponsoring Employer in a lump sum within six months after the effective date of such consolidation or merger.

(2) The Trustee will transfer the value of the funds on deposit with respect to the assets of the Plan held by the Trustee to the alternative funding agency designated by the Sponsoring Employer in accordance with the terms of a payout method to be mutually agreed upon, reduced to writing and signed by the Trustee and the Sponsoring Employer.

(C) Notwithstanding Sections 11.06(A) and 11.06(B), with respect to the assets of the Plan held by the Trustee, the Trustee, in its sole discretion, may elect to continue the benefits in pay status under the Plan and require that the actuarial equivalent value of assets, as determined by the Trustee in accordance with actuarial tables in use by the Trustee, remain with the Trustee for the payment of such benefits, to the extent that the form of benefit payment requires that the value of the assets be retained by the Trustee.

(D) The Trustee may require a release and indemnity agreement from the Sponsoring Employer before any assets held by the Trust are distributed as provided in this Section.

(E) Any distribution of assets made under this subsection may be made in whole or in part in cash, securities, nontransferable annuity contracts, or such other form as the Trustee in its sole discretion shall determine so long as no discrimination in value results.

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