



CONCORDIA PLANS



# *My*AdminPartner™

Your ministry's payroll and benefits administration support

MyAdminPartner™ is your ministry's behind-the-scenes support for fewer administrative disruptions and greater peace of mind for your ministry.

## MAP experts handle payroll and benefits administration for you



With more than 60+ years of experience, our team understands the unique needs of LCMS ministries and rostered workers and has the resources to support them. MyAdminPartner™ (MAP) is a complimentary service\* designed specifically for small ministries. CPS payroll and benefits experts personally handle key administrative tasks such as payroll processing, enrollment paperwork and other benefits administration for you. You'll have a trusted team handling the details—so you can stay focused on your ministry.



**Payroll Services** – Ministries face unique payroll and compliance needs. MAP helps ensure your workers are paid accurately and on time, helping your ministry stay compliant with federal and state laws.

- Onboard new hires into the payroll system.
- Process recurring payroll and submit tax payments.
- Calculate and remit Concordia Retirement Savings Plan 403(b) contributions (if applicable).
- Assist with the unique needs of rostered and called workers.
- Facilitate year-end W2 preparation and filing.



**Benefits Plan Administrator** – Ministries may struggle to keep current with benefit information, administrative processes, and benefit communications with their workers. Since your ministry's benefits are through Concordia Plans, we can complete these tasks with accuracy, speed and efficiency.

- Enroll workers in the Plans and educate them on their benefits and enrollment process.
- Run enrollment reports and benefit payroll deductions.
- Provide open enrollment meetings for your staff.
- Help complete your Annual Compensation Reporting (ACR).
- Serve as an ongoing, dedicated resource to assist with benefit questions.

\*Based on total employees on payroll. Employers with fewer than 20 workers on their payroll can access this service at no cost. For employers with more than 20, a nominal fee applies.

## Why choose MAP?

As your LCMS workforce solutions partner, we take our responsibility to serve you to heart. As our country continues to face a workforce shortage, CPS understands many ministries are struggling to fill administrative roles. MAP meets this need by serving as an extension of your administrative team, combining both ministry and industry experience to deliver professional services.

- **Align with your faith and mission.**
- **Compassionate to your needs.**
- **Professional and courteous.**
- **Experienced in the operations of faith-based organizations.**
- **Industry experts.**

## How can MAP benefit your ministry?

- **Accuracy and compliance:** Maintain accurate financial records that adhere to relevant tax laws and regulations, reducing the risk of costly errors or penalties and remaining compliant with federal and state laws.
- **Efficiency and time savings:** Streamline payroll and benefit processes to save time.
- **Technology:** Your ministry receives access to Paycor, a leading payroll and human capital management platform, at minimal to no cost to your ministry.
- **Customer Support:** Receive ongoing support and guidance, addressing your questions and concerns promptly.
- **Contingency plan/continuity of service:** Ensure your payroll and benefits processes stay on track if a treasurer or office volunteer steps away or responsibilities shift.



## What's the catch?

**There is none.**

Managing payroll and benefits is complex—especially with limited staff or volunteer turnover. MAP helps ensure accuracy and compliance, reducing the administrative burden for both your ministry and Concordia Plans. It improves efficiency for everyone involved.

This service is offered at no or minimal cost, depending on the total number of workers on your payroll. Why? Because it aligns with our mission: to serve ministries and care for workers so the Word of God spreads. When ministries thrive, we all benefit from a strong, healthy LCMS community.



**Ready to ease your ministry's administrative burden?**

Scan the QR code or visit **ConcordiaPlans.org/MAP** to explore how MAP supports ministries like yours.



**Schedule a free consultation.**

Ready to talk? Scan here or **ConcordiaPlans.org/MAPform** to complete the consultation form.



**"I would highly recommend this service to others. CPS (through MAP) provided excellent support to make onboarding painless, and we began realizing efficiencies right away – allowing us to focus better on the work core to our ministry!"**

*John Mabry, Treasurer  
Ascension of Christ Lutheran Church - Beverly Hills, Michigan*