

The Episcopal Diocese of Southern Virginia

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Treasurer

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September 19, 2007

To the Clergy in Charge or Senior Wardens of Parishes without Clergy

Dear Sir or Madam:

Enclosed please find the Medical Insurance Renewal Rates and Plan Designs for 2008. The premiums have increased for all of our medical plans, as well as Short Term Disability (IRP) as claims have far exceeded total premiums paid into the plan.

The Open Enrollment period this year will be from October 14, 2007 through October 28, 2007. You may use the Online Open Enrollment process.

Each employee enrolled through the Medical Trust will receive a letter giving each employee a password and instructions on how to access the form. The employee will be able to click on the form and make whatever changes are needed. If you have a new employee who has never enrolled in the plan, please call Barbara Roettger at the Diocesan office (1-757-423-8287, 1-800-582-8292 toll free). The necessary forms and instructions will be mailed to the church or to the new employee.

If you have any questions or if we may assist you in any way, please don't hesitate to call Barbara at the Diocesan office.

Sincerely,

Art Spooner

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Enclosures