

A Heart for Service
For our shared ministry

“Let each of you look not only to your own interests, but also to the interests of others”

PHILIPPIANS 2:4

A Simple Guide to Understanding the 401(k) Plan

The Archdiocese of Cincinnati 401(k) Plan is an important benefit because it is intended to help you build and invest in your future. By making the decision to actively participate, you're taking an important step towards achieving a secure financial future!

The program is designed to include:

- Tax benefits through traditional pre-tax and Roth 401(k) (after-tax) contributions.
- A variety of attractive investment options.
- Age-based target-date funds to simplify investing.
- A robust, user-friendly website with online tools, calculators and information designed to help you take control of your financial future.
- Instant account access from your smartphone.
- Dedicated retirement representatives available via a toll-free number.

It is important for you to understand in more detail how the Plan works and which choices are most appropriate for your individual situation. Start by reading the information inside. It's a quick way to get the basics about the Plan and access to other important information you will need to make the most of this special benefit. For more detailed information, be sure to read the Plan's Summary of Important Provisions, which is also available online at Retire.53.com. In the event the provisions contained in this highlights brochure conflict with the terms of the Plan, the terms of the Plan shall govern.



Eligibility & Participation

Who can participate?

You are eligible to participate in the Plan, if you are a lay employee (i.e., a non-religious or non-clergy employee), that has completed 30 days of service, attained age 21, is employed with the Archdiocese or a participating Archdiocesan employer and is either:

- Regularly working at least 20 hours per week; or
- A board-certified teacher or individual with primary instructional control of a classroom who regularly works at least 12 class hours (4 ½ hours for the Athenaeum of Ohio) per week for a normal work year.

Vowed religious employees, including priests and bishops, are not eligible to participate in the Plan, other than as explained in the following paragraph. Leased employees are also excluded from the Plan. Any Diocesan priest who first becomes ordained or incardinated into the Archdiocese of Cincinnati after January 1, 2016, and any priest who is not subject to a vow of poverty and is on canonical assignment to the Archdiocese of Cincinnati from another diocese beginning on or after January 1, 2016 (together, referred to as a "Clergy Member") shall be included as an Eligible Employee. Contact your Benefit Administrator for additional information or if you are not sure these eligibility requirements affect you.

When can I participate?

Eligible Employees hired prior to January 1, 2016, can enter the Plan on January 1, April 1, July 1, or October 1, coinciding with or following the date on which the eligibility requirements are met. Eligible Employees hired after January 1, 2016, will be automatically enrolled in the Plan on January 1, April 1, July 1, or October 1, coinciding with or following the date on which the eligibility requirements are met. Any Diocesan priest who first becomes ordained or incardinated into the Archdiocese of Cincinnati after January 1, 2016, and any priest who is not subject to a vow of poverty and is on canonical assignment to the Archdiocese of Cincinnati from another diocese beginning on or after January 1, 2016 (together, referred to as a "Clergy Member") shall be included as an Eligible Employee.

Retirement Plan Contributions

How do I contribute to my retirement account?

For Eligible Employees hired prior to January 1, 2016, an account is established on your behalf and contributions are made to your account by you and the Archdiocese. You determine how much to contribute from each pay. Through payroll deduction, you may contribute whole percentage amounts from 1% to 100% of your eligible pay in pre-tax and Roth 401(k) (after-tax) contributions. For Eligible Employees hired after January 1, 2016, an account is established on your behalf and 4% of your compensation will be automatically deducted from your eligible pay each pay period and deposited to your account in the form of pre-tax contributions. These automatic deductions will begin as soon as administratively feasible after the entry date coinciding or following the satisfaction of eligibility and participation requirements.

With pre-tax contributions, your contributions are deducted from your pay before federal and, in most cases, state taxes are withdrawn. Your contributions, and any earnings on those contributions, grow tax-free until you begin making withdrawals. Your withdrawals are taxed as ordinary income.

You also have the option to make Roth 401(k) (after-tax) contributions. With the Roth 401(k) option, your contributions are deducted from your pay after federal and state taxes are applied. Your contributions, and any earnings on those contributions, grow tax-free. You pay no taxes on your withdrawals.

You can contribute the same amount to either Plan option or divide your contribution between the two options. The Plan gives you a choice.

How much can I contribute to my account?

For 2019, contributions to the Plan per calendar year are limited to \$19,000 exclusive of Archdiocese contributions. If you will be at least age 50 by December 31, 2019, the \$19,000 limit is increased by \$6,000 as a "catch-up contribution" to a total of \$25,000. These \$19,000 and \$25,000 limits are for 2019, but the IRS may announce increased limits for future years.

Can I change my contribution?

You may change the type and amount you contribute or stop or restart your contributions anytime. Changes can be made via Retire.53.com or by calling the Fifth Third Bank Participant Services Line.

Can I roll over an account balance from a previous employer's retirement plan or IRA?

If you receive or are eligible to receive a distribution from another qualified retirement plan, or an IRA, you may be able to roll over the distribution to the Archdiocese of Cincinnati 401(k) Plan. Contact your Benefit Administrator for details.

How does my employer contribute to my account?

The Archdiocese intends to make contributions to your account on a quarterly basis, equal to 4% of your quarterly compensation.

Vesting

What does it mean to be vested?

Vesting refers to your right of ownership to the money in your account. Your contributions, earnings and the Archdiocese contributions are always 100% vested.

Investing in The Plan

What investment options are available through the Plan?

The Plan offers you several options for investing based on your individual preferences and goals. Whether you build your own portfolio using a combination of the investment options offered by the Plan or you select a professionally diversified retirement portfolio, you can create an investment strategy that's right for you!

Option 1

Building Your Own Portfolio

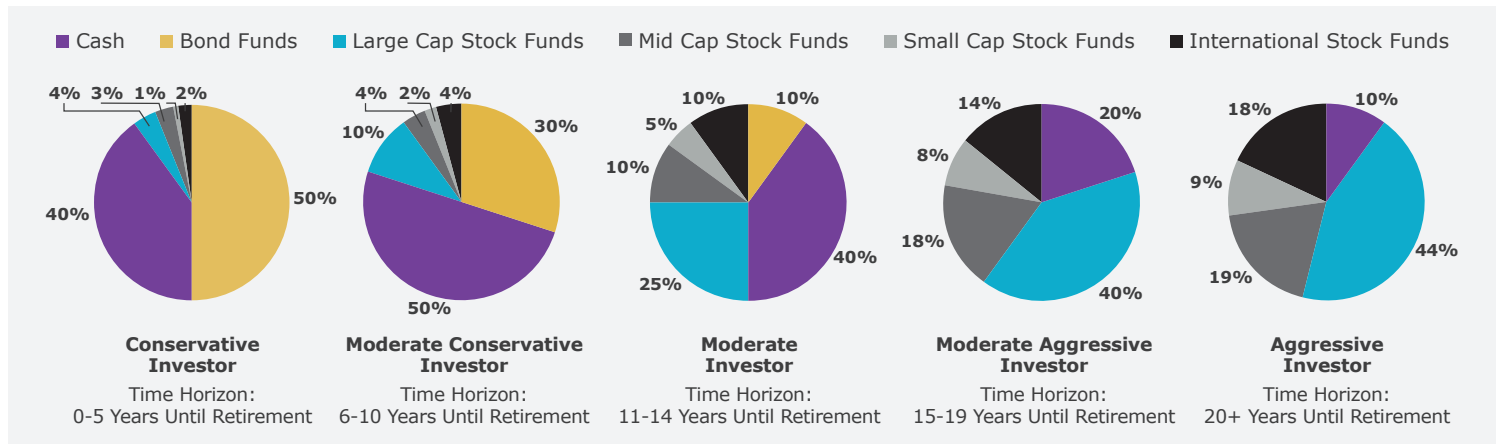
This approach may be attractive to employees who are knowledgeable about investments and are confident about creating their own investment strategy. The Plan features a total of 14 diverse investment options from a variety of fund families. The chart below illustrates your available investment options along a risk/reward spectrum; with less aggressive funds on the bottom and more aggressive funds on the top.

HIGHER RISK/REWARD POTENTIAL

Stocks	Vanguard Emerging Market Stock Index (VEMAX)
	TIAA-CREF International Equity Index Institutional (TCIEIX)
	Diamond Hill Small-Mid Cap Fund (DHMIX)
	Vanguard Small Cap Index Fund - Admiral (VSMAX)
	Vanguard Mid Cap Index Adm (VIMAX)
	Ave Maria Rising Dividend (AVEDX)
	Vanguard Value Index Admiral (VVIAX)
	American Funds Fundamental Invs R6 (RFNGX)
	Vanguard 500 Index Fund - Admiral (VFIAX)
	Vanguard Growth Index - Admiral (VIGAX)
Bonds	Vanguard Total Bond Market Index Admiral (VBTLX)
	Ave Maria Bond Fund (AVEFX)
Money Market	Vanguard Treasury Money Market (VUSXX)
	Principle Short Term Income Fund (PSHIX)

LOWER RISK/REWARD POTENTIAL

The sample portfolios below are meant to illustrate different approaches to choosing an investment allocation based on different risk tolerance levels and time horizons. The more conservative your allocation, the less risk you assume, but with less possibility of greater returns. Consequently, the more aggressive you are in your investment selection, the higher the potential for greater returns - with an increased risk that you may lose money. These examples are for illustrative purposes only and are not intended as investment advice. The asset allocation strategy you use should reflect your individual goals and risk tolerance. The asset allocations are subject to change.



Option 2

Select a Professionally Diversified Retirement Portfolio

The T. Rowe Price Retirement Funds are one-step options for those that feel they don't have the time or experience to select and monitor an investment portfolio. Each fund is professionally managed and periodically adjusted with a specific target retirement date in mind. The Retirement Funds are designed to help you meet your changing needs up to and throughout retirement in a single diversified investment option. The 11 available Retirement Funds are listed below with less aggressive funds to the left and more aggressive funds to the right.

Fund	T. ROWE PRICE RETIREMENT FUNDS										
	LOW RISK/REWARD ←						→ HIGH RISK / REWARD				
	Retirement Balanced	Retirement 2015	Retirement 2020	Retirement 2025	Retirement 2030	Retirement 2035	Retirement 2040	Retirement 2045	Retirement 2050	Retirement 2055	Retirement 2060
Year of Birth Fund Applicable	1937 or before	1948 - 1952	1953 - 1957	1958 - 1962	1963 - 1967	1968 - 1972	1973 - 1977	1978 - 1982	1983 - 1987	1988 - 1992	1993 or after
Fund Allocation	40% Stocks 60% Bonds	52.5% Stocks 47.5% Bonds	62% Stocks 38% Bonds	70% Stocks 30% Bonds	77.5% Stocks 22.5% Bonds	83.5% Stocks 16.5% Bonds	88.5% Stocks 11.5% Bonds	90% Stocks 10% Bonds	90% Stocks 10% Bonds	90% Stocks 10% Bonds	90% Stocks 10% Bonds

The chart above shows the long-term neutral allocations for the funds as of October 15, 2016. The allocation for each fund may vary from the long-term neutral allocation. Call 1-800-638-7780 for the most current asset allocation. T. Rowe Price is the Investment Manager.

The Retirement Funds are presented on a separate spectrum because each fund (except the Retirement Balanced fund) will gradually adjust its asset allocation to be more conservative as the funds approach and move beyond their target retirement dates, until ultimately reaching their respective income fund allocations. Generally, those funds with later target retirement dates have greater risk than those with earlier target retirement dates.

How can I learn more about the investment options the Plan offers?

You can find more detailed information on each current Plan investment option, including the name of the issuer, objectives or goals, principal strategies and risks, portfolio's turnover rate, performance data, and fee and expense information, as well as any trading restrictions that may be associated with your investment options, through the Plan's website at Retire.53.com or by calling the Fifth Third Bank Participant Services Line. Fund fact sheets and fund prospectuses are available as well.

How do I change investment elections?

Changes can be made via Retire.53.com or by calling the Fifth Third Bank Participant Services Line as frequently as once each business day (subject to certain restrictions). Generally, any change made on a business day before 4:00 PM (ET) will be processed that evening; otherwise, it will be processed the evening of the following business day. Confirmation of your transaction will be available within one business day.

Loans & Withdrawals

Can I borrow or withdrawal money from my account?

The Plan is intended to help you put aside money for your retirement. However, the Plan does allow you to borrow money from your account under the following terms:

- Minimum loan amount is \$1,000
- Maximum loan amount is \$50,000 or 50% of your vested account balance, whichever is less
- You may have one loan outstanding at a time
- Prime Rate plus 1%
- All loans must generally be repaid within five years
- A \$50 processing fee for all new loans and a \$6.25 per quarter maintenance fee are charged to your account

Money may be withdrawn from your account in these events:

- Normal retirement (age 65)
- In-service withdrawal (age 59 ½)
- Death or disability
- Rollover withdraw
- Termination of employment


Accessing and Managing Your Account

The Plan offers flexible account access options that help you stay connected, manage your account, and make the most of your plan benefit so you can look to the future with confidence.

 **Website: Retire.53.com**

 **Mobile Website: Retire.53.com**

 **Automated Fifth Third Bank Participant Services Line: 1-866-258-4777**

 **Retirement Representatives: 1-866-258-4777**
Available weekdays from 8:00 a.m. to 10:00 p.m. ET and Saturdays from 9:00 a.m. to 5:30 p.m. ET¹

Easy online account access

If you're a first time user:

STEP 1 – REGISTER

When you access your account for the first time, you must create a USERNAME and PASSWORD.

To get started, go to Retire.53.com and select REGISTER.

1. Enter the information required on the I DO NOT HAVE A PIN TAB and select CONTINUE.
2. Enter your PERSONAL EMAIL ADDRESS and PHONE NUMBER and create your USERNAME and PASSWORD.

Select REGISTER.

STEP 2 – ENHANCED SECURITY

To ensure the highest level of security, we will confirm your identity by sending you a verification code via text, phone, or email.

1. Use the drop down list to tell us where we should send your code and select SEND ME A CODE.

Please note that if we are missing your personal information on record, you will be instructed to contact a retirement representative to continue.

2. Enter your VERIFICATION CODE.

3. To make future logins more convenient, check the REMEMBER THIS DEVICE checkbox.

Select SIGN IN.

STEP 3 – ENROLL

If you're already enrolled:

After you log in, you'll be taken to your personalized Retirement income home page. To access detailed account information or to process transactions, select My Accounts.

If you're not yet enrolled:

After you log in, you'll be taken to the Investment Enrollment screen where you can customize your enrollment into the Plan by selecting GET STARTED.

If you already have a USERNAME and PASSWORD:

If you already have a USERNAME and PASSWORD, enter your USERNAME and PASSWORD in the Participant Login fields.

If you've forgotten either your USERNAME or PASSWORD:

If you've forgotten either your USERNAME or PASSWORD don't worry, you can easily retrieve this information while online – just click Login help? below the Participant Login fields and follow the prompts.

Receiving Information About Your Account

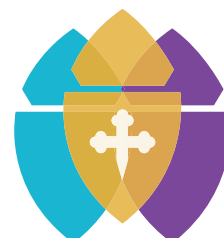
Get statements, notices, confirmations, prospectuses, and any other future documents fast and more secure!

Provide your email address and sign up for electronic delivery of documents to your account via Retire.53.com.

To sign up, log in and follow these easy steps:

1. Select your name in the upper right of the screen.
2. For your Communication Preference, choose e-delivery and enter your preferred email address.

The above highlights are only a brief overview of the Plan features and are not a legally binding document. A more detailed Summary of Important Provisions is available. Please contact your Benefit Administrator with questions.



¹ Access may be limited or unavailable during periods of peak demand, market volatility, system upgrades/maintenance, or for other reasons.