



**DIOCESE OF ALLENTOWN**  
SECRETARIAT FOR TEMPORAL ADMINISTRATION  
*OFFICE OF HUMAN RESOURCES*

## Lay Employee Benefits

Welcome to the Diocese of Allentown. The Diocese offers a variety of health and retirement benefits to its employees. Here is a simple breakdown of what is available to you based on your hours worked per week.

Hours/ Week	Benefit	Effective Date
35 or more hours/week	Medical/Prescription	1 <sup>st</sup> day of month after hire
	Dental	1 <sup>st</sup> day of month after hire
	All Voluntary Benefits (see guidebook)	90 days of service following hire
	401K	90 days of service following hire
	Lay Employees' Pension	1 year of service following hire
	Group Life Insurance (30+hrs)	10K first year, 1x salary after
25 or more hours/week	All Voluntary Benefits (see Guidebook)	90 days of service following hire
	401K	90 days of service following hire

Please contact the Benefits Manager with any questions or concerns. A list of our 3<sup>rd</sup> party benefits team is also listed below.

**Diocese of Allentown Benefits Manager**

Amy Mullen [amullen@allentowndioocese.org](mailto:amullen@allentowndioocese.org) or 610-871-5200 ext. 2201

**Equinox Benefits Consulting is the Healthcare Broker for the Diocese.**

Adam Ulicny or Christine Neiser [support@equinoxbenefits.com](mailto:support@equinoxbenefits.com)

Benefits Guidebook: [Diocese of Allentown Employee Benefits Guidebook](#)

Spanish Versión: [Guía de beneficios para empleados de la Diócesis de Allentown](#)

**Northeast Financial Group and PenServ are our contacts for 401K.**

Bill Fisher [bfisher@nefginc.com](mailto:bfisher@nefginc.com)

Camerone Giancaterino [cgiancaterino@nefginc.com](mailto:cgiancaterino@nefginc.com)

Rafael Gutierrez or Arden Lee [dioallentown@penserv.com](mailto:dioallentown@penserv.com)

OFFICE ADDRESS: 1515 MARTIN LUTHER KING JUNIOR DRIVE,  
ALLENTOWN, PENNSYLVANIA 18105-1538

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