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	1st day of month after hire
	Dental	1st 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 (30+ hours)	1 year of service following hire
	Diocesan Life Insurance	$10K for 1st year, 1x salary thereafter

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 3rd party benefits team is also listed below.

Diocese of Allentown Benefits Manager
Amy Mullen amullen@allentowndiocese.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
Benefits Guidebook: https://guidebooks.equinoxbenefits.com/diocese-of-allentown-benefits-guidebook-7-1-2026
Spanish Versión: **Guía de beneficios para empleados de la Diócesis de Allentown**

Choreo Adviors and PenServ are our contacts for 401K.
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