

AUTOMATIC CONTRIBUTION ARRANGEMENT
403(b)(9) RETIREMENT PLAN
NEW EMPLOYEE NOTIFICATION OF SALARY REDUCTION AMOUNT

You are a participant in the *403(b)(9) Retirement Plan for Bluefield College* (“Plan”). As a benefit to you in preparing for your retirement, the Plan provides for an automatic deferral. Bluefield College will reduce your Compensation by 2% as a tax-sheltered (pre-tax) and will pay the withheld amount to the Plan. For the automatic deferral to be effective, you do not need to do anything.

You have the right to change your salary reduction amount at any time. The automatic deferral percentage will remain in effect until you revoke or modify it. To defer more or less (including zero) than the automatic deferral percentage, you will need to complete a new **Retirement Contribution Agreement within 15 days** and give it to your Human Resources department. Please refer to the retirement *Plan Summary* for a more detailed explanation of the Plan provisions or contact your Human Resources.

The automatic deferral amount provided under the Plan may not adequately meet your retirement needs. Once you are participating in the Plan, you can find out more information about how much you need to save for your retirement by accessing your *MyGuideStone* account online at www.GuideStone.org, or you may want to consult with your financial advisor on how to achieve your retirement saving goal.

Right to direct investment/default investment. You have the right to direct the investment of your elective and non-elective deferrals in any of the investment choices offered by the Plan. If you do not make an election as to how the Plan should invest your deferrals, then the deferrals will be invested in one of the *MyDestination Funds* based on your time horizon to an assumed retirement target that is on or near the age of 65. The general characteristics of the *MyDestination Fund* (the Fund) are described below:

Investment Objective: To seek the highest total return over time consistent with its asset mix. Total return includes capital appreciation and income.

Risk and return characteristics: The Fund’s strategy is to pursue the maximum amount of capital growth, consistent with a reasonable amount of risk, during a shareholder’s pre-retirement and early retirement years, and to adjust the Fund’s asset mix to increase exposure to investments in fixed-income securities and short-term bonds during a shareholder’s later retirement years and twelve years after the target retirement year.

Fees and expenses: For more information about the fees and expenses of the funds offered through GuideStone, you may obtain a copy of the *Prospectus* by going to www.GuideStoneFunds.org or calling **1-888-98-GUIDE (1-888-984-8433)**.

Right to alternative investment: Even if your deferrals are invested in the default fund, you have the continuing right to direct your deferrals into other investment choices offered at any time. You are entitled to invest in any of the investment choices without incurring a financial penalty.

Additional Information about the Plan

Please consult the Contribution section of the Plan Summary for information on the definition of Compensation and Employer Contributions.

Making or changing your deferral election. You may make or change your deferral election at any time by completing a new *Retirement Contribution Agreement* and giving it to your Human Resources department. Please note the deferral changes will affect future deferrals.

Withdrawal and Vesting Provisions. You generally may not withdraw your elective deferrals except when one of the following events occurs: severance from service with the Employer, death, disability or attainment of age 59 ½. You are always 100% vested in your elective deferrals. You are allowed to withdraw any rollover contributions you have made to the plan as well as after-tax contributions. Whether contributions transferred to the plan are distributable is based on your employment status with the employer from which the funds were transferred.

You may be able to take out certain money if you have a hardship. Hardship distributions are limited to the dollar amount of your contributions. Hardship distributions must be for a specified reason - for qualifying medical expenses,

costs of purchasing your principal residence (or preventing eviction from or foreclosure on your principal residence, or repairing qualifying damages to your principal residence), qualifying post-secondary education expenses, or qualifying burial or funeral expenses. Before you can take a hardship distribution, you must have taken other permitted withdrawals and loans from other plans of the employer. You are eligible for a distribution of your employer contributions at severance from employment.

Loans are permitted in the Plan.

For further information. Consult your Human Resources department if you have any questions regarding your rights and obligations under the Plan or you would like a copy of your *Plan Summary* at:

Address: Bluefield College, 3000 College Avenue, Bluefield VA 24605
Telephone: 276-326-4461 or 276-326-4594.

The MyDestination Funds (“Funds”) attempt to achieve their objectives by investing in the GuideStone Select Funds. The Funds are managed to a retirement date (“target date”) by adjusting the percentage of fixed income securities and equity securities to become more conservative each year until reaching the retirement year and then approximately 12 years thereafter. The target date in the name of the Funds is the approximate date when an investor plans to start withdrawing money. By investing in the Funds you will also incur the expenses and risks of the underlying Select Funds. The principal risks of the Funds will change depending on the asset mix of the Select Funds in which they invest. You may directly invest in the Select Funds. The Funds’ value will go up and down in response to changes in the share prices of the investments that they own. The amount invested in the Fund is not guaranteed to increase, is not guaranteed against loss, nor is the amount of the original investment guaranteed at the target date. It is possible to lose money by investing in the Funds.