

## **Guidelines for Announcing Retirement**

### **A Resource for Ministers in the Presbytery of New Covenant**

1. As you consider whether God is calling you into retirement, contact the Board of Pensions to request their packet of materials for their retirement process. You want to be sure that you are fully aware of their process so that there is no unnecessary delay in the start-up of your pension benefits.
2. Determine the effective date you wish your retirement to be granted by the presbytery.
3. Request (in writing) that the Committee on Ministry recommend to the presbytery that the status of Honorable Retirement be granted to you, effective date-certain. This request may reach the Committee on Ministry through Sharon Darden in the Presbytery Center.
4. Determine when to tell your session. In anticipation of that announcement, write a letter to your congregation announcing your expected retirement. Mail that letter so that it will be received in most homes of your congregation the day following the session meeting where you make your first public announcement.
5. Invite the presence of the Committee on Ministry to be present with your session when you announce your retirement, or to plan for that presence at the next meeting. The purpose of this presence will be to help the session consider **the options** for future pastoral leadership.
6. Recommend that the session consider forming a **Transition Team** to begin work immediately. The purpose of this team will be to work with you and the other leaders of the congregation to ensure that the work and worship of the congregation will go forward with as few "hitches" as possible. This includes making arrangements for the congregation to celebrate with you your retirement; to continue further consideration of options for pastoral leadership, and the requisite recommendations to session regarding leadership.
7. Recommend that the **Transition Team** invite the presence of someone from presbytery who can interpret the presbytery's Vision 2010 and who will also work with the Transition Team as they consider how this vision can be an important part of the future of your congregation, especially as they consider options for future pastoral leadership.
8. Relax and enjoy the final months with your congregation, and may God's blessings be showered down upon you as you prepare for this significant step in your personal and professional life as well as in your faith journey.