

Retirement Outline

- I. ***Determine the effective date of your retirement and contact the Presbytery office as soon as practical, perhaps three months before your intended date of retirement***
 - A. Using page 2 of this document, see that the Stated Clerk of Salem Presbytery is notified statedclerk@salempresbytery.org
 - B. See that the Commission on Ministry is notified office@salempresbytery.org. Christine Ratledge (Administrative Assistant) will contact the moderator of COM. The moderator will pass the information on to the appropriate Task Force that will guide the congregation (if there is one) through the transition.

- II. ***Board of Pensions Notification - if applicable (BOP and "formal retirement from ministry" are two separate and unrelated actions)***
 - A. Call the Board of Pensions at 1-800-773-7752 (1-800-PRESPLAN) four to six months before your retirement date to begin their retirement application.
 - B. Go to www.pensions.org and download their booklet "Planning to Retire: Your Benefit Options at Retirement."

- III. ***Kate B. Reynolds Notification (applicable to retirees with 5 years of validated ministry immediately prior to retirement)***
 - A. Contact Christine Ratledge (Administrative Assistant) at 336-766-3393, extension 127 or at office@salempresbytery.org to obtain an application, W9 form, and direct deposit form for the Kate B. Reynolds Fund distribution. (These documents are online at the Presbytery website, under "Resources", then "Retirement.")
 - B. These completed forms along with a **voided check** must be submitted to Christine via mail (Salem Presbytery, Attn: Christine, P.O. Box 1763, Clemmons, NC, 27012) or email (office@salempresbytery.org) by November 1, June 1 (or, even better, immediately) to be included in the distribution.
 - C. Watch the Kate B. Reynolds Webinar found on the Presbytery website: Resources - Retirement. Your contact with this benefit is the Salem Presbytery office; never the Synod, nor the trustee (Wells Fargo).

- IV. ***Policy re: relationship of retired ministers and their former congregations (a copy of this will be sent to everyone seeking retirement)***
 - A. Observe the policy at this website:
https://www.salempresbytery.org/files/ugd/0414f6_4c1d0483d3d647ff8564fea636c16782.pdf

Name of Retiree: _____

1) Effective date of retirement: _____

2) Date of Presbytery meeting at which you wish your request for retirement to be acted upon:

3) The Presbytery would like to recognize your work and witness among us with a written tribute. Please list up-to three individuals who could be asked to author such a tribute for you (minister or elder colleagues, staff colleagues, family):

4) Would you like to be considered for placement on Salem Presbytery's supply list?

5) Are you interested in serving or continuing to serve in committee work?

6) Is there any other assistance we can provide you?

7) Contact information for two family members (or friends) other than spouse:

Name: _____

Phone: _____

Email: _____

Address: _____

Name: _____

Phone: _____

Email: _____

Address: _____

Please return this form to: office@salempresbytery.org

Or mail: Administrative Assistant, Salem Presbytery
PO Box 1763
Clemmons, NC 27012