

**SALEM PRESBYTERY
RETIREMENT OUTLINE**

- I. Determine the effective date of your retirement and contact the Presbytery office at least three months before your intended date of retirement.
 - A. See that the Stated Clerk of Salem Presbytery is notified: <statedclerk@salempresbytery.org> and <office@salempresbytery.org>
 - B. See that the Commission on Ministry is notified: office@salempresbytery.org. (The Presbytery administrative assistant will pass this information to the COM co-moderators.) The co-moderators will assign the notice to the appropriate COM Task Force that will guide the congregation through the transition.

- II. Board of Pensions Notification - if applicable
 - 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 Fund benefit
 - A. Upon notice of your retirement, contact the Presbytery's Administrative Assistant (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.
 - B. These forms must be submitted to the Administrative Assistant via mail (Salem Presbytery, Attn: Administrative Assistant, P.O. Box 1763, Clemmons, NC, 27012) or email (office@salempresbytery.org) by Nov 1 or May 1 to be included in the distribution.

- IV. Presbytery Recognition

Upon notification of your retirement, the Stated Clerk (with assistance from the retiree, COM, and Presbytery staff) will appoint an individual to prepare written remarks on your ministry. At the meeting of Presbytery closest to your retirement, the presbytery packet will include these remarks. In addition, the Presbytery Moderator will lead the Presbytery in a Recognition of Honorable Retirement liturgy.

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

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

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

Please return this form to the COM Task Force on the Care of Pastors and Retirees, MAL/Validated Oversight and Certified Christian Educator Oversight

Mail to COM attention at: Salem Presbytery
P.O. Box 1763
Clemmons, NC 27012