

P-24 Retirement Outline

- I. Determine the effective date of your retirement
 - A. Notify the Stated Clerk of Salem Presbytery
 - B. Notify the Committee on Ministry at least three months before your intended date of retirement.

- II. Board of Pensions Notification
 - A. Call 1-800-773-7752 (1-800-PRESPLAN) to request copies of Form PEN-001, or download the Form from www.pensions.org
 - B. Complete Form PEN-001; get signature of Presbytery's Stated Clerk; and submit Form to the Board of Pensions

- III. Notify the Committee on Ministry (if you are in a Pastoral Relationship)
 - A. COM's Compensation/Relationships/Retirement Subcommittee will notify COM's Calls & Vacancies Subcommittee.
 - B. A COM representative (probably the Neighborhood Presbyter) will be in touch regarding scheduling exit interviews and organizing a transition team

- IV. Kate B. Reynolds Notification
 - A. Contact Laurie Scott (Senior Administrative Assistant) to obtain an application form for the Kate B. Reynolds Fund distribution
 - B. Applications must be submitted to Laurie by December 1 or June 1 to be included in the distribution.

- V. Determine option for recognizing retirement at Presbytery and communicate the decision to Laurie Scott (Senior Administrative Assistant) as soon as possible.

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SERVICES TO RECOGNIZE RETIREMENT OF MINISTERS AND EDUCATORS

Option 1: (Retiree present)

Recognition of Retiree(s) (presentation of certificate and brief remarks by retiree or designee)

Remarks (each retiree shall be offered a period of up-to five minutes to reflect on her/his ministry, or to have a designee use the same time to reflect on the retiree's behalf)

Prayer of Thanksgiving
for the Minister's/Educator's
Ministry (led by General Presbyter)

Option 2: (Retiree present)

Recognition of Retiree(s) (presentation of certificate and brief remarks by General Presbyter)

Prayer of Thanksgiving
for the Minister's/Educator's
Ministry (led by General Presbyter)

Option 3: (Retiree not present)

Announcement (General Presbyter announces that Minister/Educator has been Honorably Retired by action of the Presbytery)

Prayer of Thanksgiving
for the Minister's Educator's
Ministry (led by General Presbyter)

Please return this form to the Committee on Ministry's Compensation/Relationships/Retirement Subcommittee

Mail to COM attention at: Reverend Joanne Hull
9425 W. NC 152 Highway
Mooresville, NC 28115

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:

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- 3.) Option choice for Recognizing your Retirement at Presbytery.
- 4.) Would you like to be placed on Salem Presbytery's supply list
- 5.) Are you interested in serving or continuing to serve by committee work?
- 6.) Is there any other assistance we can provide you?