

**Alberta and Northwest Conference
Ministry Personnel Notice of Retirement**

Note: Completion of this Notice does not initiate receipt of pension upon retirement. To begin receiving pension, ministry personnel must contact The United Church Benefit Centre (855.647.8222) and request the appropriate forms three months before the effective date of retirement.

Full Name: _____

Date of Birth: _____ Pension Plan Number: _____

Category of Eligibility: Ordained Minister Diaconal Minister Designated Lay Minister

Current Address: _____

_____ Postal Code _____

Phone: _____ E-Mail: _____

Address after Retirement: same as above

or: _____

_____ Postal Code _____

Phone: _____ E-Mail: _____

Ministry Personnel Request:

Having reviewed sections C.1.1, I.2.5.3, I.2.5.4 and I.3.2, I hereby inform _____

Presbytery (to **31.12.18**) of my retirement from active ministry effective _____,

20 __ , and ask that the Presbytery notify Alberta and Northwest Conference of such.

Signature: _____ Date: _____

Presbytery Action (to 31/12.18):

_____ Presbytery acknowledges receipt of this notification of retirement, and requests that the appropriate Region mark this retirement at their next Celebration of Ministry Service.

Signature: _____ Date: _____

Presbytery Secretary

Conference Action:

Alberta and Northwest Conference acknowledges receipt of this notification, and the pertinent Region will recognize this retirement at their Celebration of Ministry Service.

Signature: _____ Date: _____

Personnel Minister

The use, retention and disclosure of personal information collected from this form is done in compliance with privacy legislation including, but not limited to, the *Personal Information Protection and Electronic Documents Act* (S.C. 2000, c.5). * **THIS FORM IS NOT VALID IF ALTERED** *

Excerpts from The Manual (2016) of The United Church of Canada:

C.1.1 Presbytery: Members of The Order of Ministry

(d) those who are retired;

As a matter of practice, retired members of the order of ministry are members of the presbytery from which they retire unless they are under appointment by another presbytery... If a member moves to live within the bounds of another presbytery, the member and the presbyteries involved discern together the appropriate presbytery for membership.

I. 2.5.3 Pastoral Relations: Functions of Ministry—Outside Pastoral Relationship

At any time that ministry personnel are not settled in or appointed to a pastoral charge, they may carry out the functions of ministry in the United Church only if

- (a) they have a formal association with a pastoral charge, are acting on behalf of that pastoral charge, and have the approval of the pastoral charge's governing body; or

An example of a "formal association" with a pastoral charge would be where the minister has been designated as a "voluntary associate minister" or "honorary associate minister" by the pastoral charge or its governing body.

- (b) they have been appointed to a United Church ministry or presbytery-recognized ministry to exercise the functions of ministry associated with it.

I. 2.5.4 Pastoral Relations: Request—Previous Pastoral Charge

If a ministry personnel is asked by a member or adherent (or their families) of a pastoral charge where they had previously been settled or appointed to preside at a baptism, communion service, wedding, or funeral, the ministry personnel

- (a) must refer the request to a member of the order of ministry who is settled in or appointed to that pastoral charge; and
(b) may preside only with the approval of the pastoral charge governing body.

I. 3.2 Pastoral Relations: Retirement

3.2.1 Care and Oversight

The presbytery is responsible for caring pastorally for retired members of the order of ministry on its rolls.

It is also responsible for the oversight and discipline of retired members of the order of ministry.

3.2.2 Appointment or Call

Retired members of the order of ministry are eligible for appointment to a pastoral charge or other presbytery-accountable ministry.

They are not eligible to accept a call unless they first are returned to active standing. See section I.1.2.2 b of The Manual for more information.

3.2.3 Pension

Ministry personnel must enrol in and contribute to the United Church's pension plan for as long as they are required to do so under the terms of the plan.

They are entitled to receive pension benefits based on their age at retirement, years of service, and all other terms of the United Church's pension plan.