

**THE UNITED CHURCH OF CANADA—SASKATCHEWAN CONFERENCE  
REQUEST FOR RETIREMENT – DESIGNATED LAY MINISTER**

This form should be used by Designated Lay Ministers, Presbyteries, and Saskatchewan Conference to record and monitor eligibility and requests for retirement.

A. MINISTRY PERSONNEL: \_\_\_\_\_ D.O.B. : \_\_\_\_/\_\_\_\_/\_\_\_\_  
Day Month Year  
HOME ADDRESS: \_\_\_\_\_ (After retirement)  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**REQUEST FOR RETIREMENT**

I request that \_\_\_\_\_ Presbytery endorse my request to retire from Designated Lay Ministry, effective (date) \_\_\_\_\_, and to recommend my retirement to Saskatchewan Conference for action.

\_\_\_\_\_  
Signature Date

**REQUEST FOR MEMBERSHIP TRANSFER**

I request that \_\_\_\_\_ Presbytery facilitate the transfer of my membership from the Presbytery to \_\_\_\_\_ United Church congregation.

\_\_\_\_\_  
Signature Date

**REQUEST TO BE RETAINED ON PRESBYTERY ROLL**

I further request that \_\_\_\_\_ Presbytery retain me on its roll as a Retired Designated Lay Minister.

\_\_\_\_\_  
Signature Date

**REQUEST REGARDING PRESBYTERY MEMBERSHIP**

I further request that \_\_\_\_\_ Presbytery list me on its membership roll in a way that complies with United Church of Canada Policy.

\_\_\_\_\_  
Signature Date

**B. PRESBYTERY ACTION**

\_\_\_\_\_ Presbytery, by motion on (date) \_\_\_\_\_, approved the Request for Retirement as indicated above and recommends approval to Saskatchewan Conference Executive or Sub-Executive.

\_\_\_\_\_  
Signature: Presbytery Secretary Date

**C. CONFERENCE ACTION**

Saskatchewan Conference Executive/Sub-Executive has received this Request for Retirement, on (date) \_\_\_\_\_ to be effective on \_\_\_\_\_ (date).

\_\_\_\_\_  
Signature: Bill Doyle Executive Secretary Date

## **ROUTING INSTRUCTIONS**

1. Ministry Personnel completes part A and forwards to Presbytery Secretary.
2. Presbytery Secretary completes part B and forwards to Conference Executive Secretary.
3. Executive Secretary (or Designate) completes part C and forwards copy to Secretary, Pastoral Relations/Settlement Committee of Conference.

## **NOTES TO DESIGNATED LAY MINISTRY PERSONNEL**

- Please contact The United Church Pension & Benefits Centre to make arrangements to receive your pension.
- Please contact your Presbytery Secretary to make arrangements to transfer your membership to a congregation of your choice (and, if you wish) to be Retained as a Member of Presbytery.

Revised January 2016