

**THE UNITED CHURCH OF CANADA—SASKATCHEWAN CONFERENCE  
REQUEST FOR RETIREMENT - ORDAINED OR DIACONAL MINISTER**

This form should be used by Members of the Order of Ministry, Presbyteries and the Pastoral Relations/Settlement Committee of Saskatchewan Conference to record and monitor eligibility and requests for retirement.

A. **MINISTRY PERSONNEL:** \_\_\_\_\_ **DATE OF BIRTH:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
Day Month Year

**CATEGORY OF ELIGIBILITY:**

Ordained Minister     Diaconal Minister

**CONTACT ADDRESS:** \_\_\_\_\_

**(After retirement:)** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**REQUEST FOR RETIREMENT**

I request that \_\_\_\_\_ Presbytery endorse my Request to Retire from Active Ministry, effective (date) \_\_\_\_\_, and to recommend my Retirement to Saskatchewan Conference for action.

**PRESBYTERY MEMBERSHIP**

[choose one]

- I would like my membership to remain in \_\_\_\_\_ Presbytery.
- I plan to request my membership to be transferred to \_\_\_\_\_ Presbytery, effective the day following my retirement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

B. **PRESBYTERY ACTION**

By motion on (date) \_\_\_\_\_, by \_\_\_\_\_ Presbytery, having determined that this person has met the requirements of *The Manual*, Sections 046 and 365, endorsed the request for Retirement as indicated above and recommends approval to Saskatchewan Conference.

\_\_\_\_\_  
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 completes part C and forwards copy to secretary of Pastoral Relations/Settlement Committee of Conference.

## **NOTES TO MINISTRY PERSONNEL**

- Please contact the United Church Pension & Benefits Centre to make arrangements to receive your pension.
- Please use General Council Form PR 451 TR if you wish your membership to be transferred to another Presbytery. The Membership of Retired Ministers is normally held in the Presbytery where they reside.

Revised January 2016