

So you are ready to retire? What do you do next?

Information for Pastors Retiring

- *The 2016 Book of Discipline* states “the retirement request must be made in writing to the Bishop 120 days prior to retirement unless waived by the Bishop and Cabinet.”
- **Pastors requesting retirement should send a letter to the Bishop at sredde@flumc.org with a copy to the Board of Ordained Ministry/Office of Clergy Excellence at hfinley@flumc.org, your District Superintendent, and the Conference Human Resources Office at ldurham@flumc.org 120 Days prior to retirement.** The letter should state clearly your intended date of retirement, typically July 1.
- It is courteous to advise your DS verbally prior to informing the Bishop, but the letter to the Bishop represents your formal notification to retire.
- Wespath will be notified by Conference Human Resources of your retirement date.
- Wespath will mail a **retirement packet** to the retiring pastor.
- Conference HR will advise if **retirement health benefits** are available to the retiring pastor.
- Retiring pastor will be invited to a **Retirement Workshop** in the spring, sponsored by the Florida United Methodist Foundation (presenters include a Wespath representative). Check with the Foundation for further details.
- There is an annual **Retiree Gathering** typically held in the spring toward the end of March every year at the Life Enrichment Center. Check with the Office of Clergy Excellence for details.
- Retiring pastor will be asked to write a short bio of 150 words for the Annual Conference Retirement booklet. This should be emailed to hfinley@flumc.org by May 15.
- Retiring pastor and their spouse will be invited to the **retirement luncheon at Annual Conference** in honor of their ministry.
- Announcement of appointments is around the end of April. Your DS will inform you of the official date. Your SPR Chair will make the announcement about the pastor who is following you. **You may make the announcement of your retirement after consulting with your DS.**
- Moving Day is typically the last Tuesday of June. You must be out of your current parsonage by noon. You are responsible for covering your current appointment through June 30. (It is okay to take vacation days or arrange guest speakers for part of June).
- You should be paid for all of June by the local church.

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How to Leave Well . . .

- Complete the “**Administrative Checklist of Materials for New Pastors.**” This form gives the outgoing pastor a list of items/information that they leave behind for the incoming pastor.
- **Moving Expenses:** Retiring pastors who are on minimum salary may request up to \$500 for moving expense from the Preacher’s Relief Board. Receipts must be sent to Lois Durham at ldurham@flumc.org for reimbursement. For pastors who are not on minimum salary, moving expenses are your responsibility. [Visit the HR webpage for more info on moving expenses.](#)
- The Florida Conference has ended the furnished parsonage. If there are church owned furnishings in your parsonage, you may negotiate with the Trustees for the church to give or sell to you any of that furniture. If you are using church owned furniture that you will not be taking with you, please be sure to communicate with your successor about his/her needs. Do not leave furniture in the parsonage that neither you nor the next pastor want – make sure it is removed before the new pastor arrives.
- The pastor/pastoral family is responsible for a thorough cleaning of the parsonage. This is a deep/spring cleaning. Scrub the baseboards, wipe out all the cabinets and drawers, sweep the garage/carport, wash the windows, clean the yard of old flower pots, broken lawn furniture, old play equipment. If you have indoor **pets, you need to arrange for flea fumigation.** If you have not left the parsonage clean, or if fleas take over after your pet leaves, the church will arrange for a cleaning service and fumigation service and a bill for these services will be sent to you, as well as a letter placed in your permanent file, with a copy to the bishop, indicating that you did not fulfill your responsibility.
- If you are paying someone to clean your house after you leave, please ask a church member to be present to supervise. Cleaning services do not always do a good job if the person who paid them has left and will not return. You must specify with the cleaning service that this is a “deep cleaning” or “thorough spring cleaning.” You will be responsible for anything that is left undone.
- The church trustees or parsonage committee are responsible for any repairs, painting, and carpet cleaning. Please inconvenience yourself in order to allow the trustees to paint, make repairs and clean carpets before moving day. It is not a good thing for the next family to move into the parsonage with wet paint or wet carpets.
- You may only use one half of your Accountable Reimbursement through June 30. The other half must be available to your successor. If you have used more than half, you must reimburse the church so that the second half is available to your successor.

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We are in a covenantal relationship with our fellow clergy

Please do:

- Pray for your successor and answer his/her questions.
- Speak positively about your successor.
- Insist your current trustees or parsonage committee do repairs or any needed painting of the parsonage. Even if they had not done this for you, insist that they get things right for the new pastor. Remember, you are leaving---they can't be mad at you for much longer.
- Inconvenience yourself and your family to help needed repairs or painting of the parsonage to happen before you move out, and your successor moves in. For example, move your things to the middle of the room, so that a room can be painted...move your things to the garage or move out early, so that the carpet can be cleaned, and dry before moving day.
- Make sure staff parish and others are making appropriate plans to welcome your successor with a reception, food, etc.
- Leave your office clean and in order. Your successor does not want or need the odds and ends in your desk drawers or every paper you collected during your tenure, or your old books.
- Leave a list of current officers, an up to date church directory or membership list with addresses and phone numbers (or information on how to access this on line), a list of those hospitalized or shut in, and a calendar of events that are planned (usual meetings, dinners, programs).
- Please do not return or interfere with your successor's ministry. (This means you may not do funerals for a church member or constituent even if it is scheduled at a funeral home, unless your successor invites you).
- Begin communicating with your successor immediately about any weddings. Do not commit your successor to weddings without his/her permission.

Thank you for your faithful years of service. Enjoy your well-earned retirement!

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I have received a copy of "Information for Pastors Retiring" and I understand it is my responsibility to fulfill these expectations. (Please return this form to your district office).

Church Name & City

Pastor's Name (please print)

Pastor's Signature

Date