

Northern Spirit Regional Council
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 (benefits@united-church.ca 1-855-647-8222 ext. 2) and request the appropriate forms three months before the effective date of retirement.

Designated Lay Ministers who wish to have their name kept in the Office of Vocation Registry need to send a separate request to officeofvocation@united-church.ca

Full Name: _____

Date of Birth: _____ Pension Plan Number: _____

Category of Authorization: Ordained Minister Diaconal Minister Designated Lay Minister

Date of Ordination/Commissioning/Recognition/Admission: _____

Authorized by (Conference/Presbytery/Regional Council): _____

Address after Retirement: _____

_____ 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 the Northern Spirit Regional Council of my retirement from active ministry effective _____, 20 ____ .

Signature: _____ Date: _____

For Designated Lay Ministers:

I hereby request that, upon retirement, I be retained on the Roll of Northern Spirit Regional Council as a retired Designated Lay Minister. As per sec. C 1.1 of The Manual (2019), I will renew a covenantal relationship as an Honorary Associate with a Community of Faith annually.

Signature: _____ Date: _____

Regional Council Action:

Northern Spirit Regional Council acknowledges receipt of this notification, and will recognize this retirement at the next Regional Council Celebration of Ministry Service.

Signature: _____ Date: _____

Pastoral Relations Commission

Excerpts from The Manual (2019) of The United Church of Canada:

C.1.1 Members of the Order of Ministry and Other Ministry Personnel

The following ministry personnel are members of the regional council:

- a) members of the order of ministry within the bounds served by the regional council; and
- b) other ministry personnel in a covenantal relationship with a community of faith within the bounds of the regional council.

I.2.5.3 Functions of Ministry—Outside Pastoral Relationship

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

- a) they have a formal association with a community of faith, are acting on behalf of that community of faith, and have the approval of the community of faith'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 community of faith or its governing body.

- b) they have been appointed to a community of faith to exercise the functions of ministry associated with it.

I.2.5.4 Request—Previous Pastoral Charge

If a ministry personnel is asked by a member or adherent (or their families) of a community of faith where they had previously served 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 currently serving under call or appointment to that community of faith; and
- b) may preside only with the approval of the community of faith's governing body.

I.3.2 Retirement

I.3.2.1 Oversight and Discipline

The regional council is responsible for caring pastorally for retired members of the order of ministry who are members of the regional council. Retired members of the order of ministry remain under the discipline of the Office of Vocation.

I.3.2.2 Appointment or Call

Retired members of the order of ministry are eligible for appointment to a community of faith. They are not eligible to accept a call unless they first are returned to active standing. See section I.1.2.2 [of The Manual 2019] for more information.

I.3.2.3 Pension

Ministry personnel must enroll 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 the terms of the United Church's pension plan.