

## **Retirement Process**

If you are Ministry Personnel contemplating retirement in the current pastoral year (**or before the end of December 31, 2018 and making that known to your congregation/presbytery and conference before April 15, 2018**), the following outlines the various steps required to do so.

If you are in a pastoral relationship with a pastoral charge, please ensure that you **send a letter to the Pastoral Charge (Chair or Secretary) and the Secretary of the Presbytery in which your membership is held “requesting a change in pastoral relations for the purpose of retirement” with the effective date.** This letter must be received before the required 90 days notice period (i.e. notice before March 31, 2018 for July 01, 2018 retirement). If you are engaged in other employment please give notice in the form and according to the timelines required by your employer.

There are actually now **two forms** that accompany your request for retirement in addition to the letter requesting a change in pastoral relations (for those in pastoral charges):

1. **MNWO Request for Retirement Form** to be processed by the Presbytery and the Conference. The **MNWO Request for Retirement Form** is available on the Conference website – [www.mnwo.ca](http://www.mnwo.ca). **This form also indicates which Presbytery you would like your membership to be retained in upon your retirement.** The Manual indicates that “as a matter of practise, retired members of the Order of Ministry are members of the presbytery from which they retire” (page 73), the option being the presbytery within whose bounds the minister lives. There is no provision for a Minister to ask to be a member of a presbytery where they do not live or in which they have not been most recently served.
2. A form **PR 443** entitled “Application to Receive Pension Benefits” to be completed for General Council available on the website:  
[http://www.united-church.ca/sites/default/files/form\\_pr443.pdf](http://www.united-church.ca/sites/default/files/form_pr443.pdf)
3. In addition to completing this form **you must place a telephone call to the United Church Pension and Benefits Center** (1-855-647-8222) with your employee number (same as your member number on your Green Shield Card) and the date of your retirement as they affect the figures that appear in the package. If you want a seamless transition in income such a request needs to be made **at least 90 days prior to your retirement date.**

To assist you with some of the decisions in the package you are encouraged to **read the summary materials available online** at:

<http://www.united-church.ca/sites/default/files/resources/pension-plan-summary-2015.pdf>

**and/or participate in one of the pre- retirement seminars available online** through (one currently scheduled for March 21, 2018):

<https://www.united-in-learning.com/index.php/webinars/118-pension-information-seminar>

The Conference of Manitoba & Northwestern Ontario acknowledges and celebrates the Order of Ministry and Designated Lay Ministers who have retired in that pastoral year, around the time of the annual meeting of Conference. This year that will be May 24-27, 2018 at the University of Manitoba in Winnipeg, Manitoba. More information about those celebrations will be sent to you in the spring, 2018.

One other matter that may impact those who are retiring is a proposal coming before the General Council Executive on March 3 & 4, 2018 impacting the naming and activity level of pensioners. To summarize that proposal:

\* Ministers **choosing to retire** must have a period of 13 weeks where they are without any paid work within the church before potentially discussing and undertaking any ministry and/or appointment as a re-engaged pensioner.

\* Those **who must collect their pension at the age of 71 by government legislation who wish to continue to work** no longer must disengage from their current pastoral relationship as long as the terms of the relationship remain unchanged. If change in terms are being requested by the Minister then the 13 week period of disengagement will apply.

\* Ministry Personnel who have been “in other employment” and may not have any investment in UCC and are retiring can be acknowledged in celebrations by the Conference/Region.

\* Ministry Personnel who plan to continue to work after collecting pension can delay being celebrated by the Conference/Region until they have completed their service in active ministry.

Details on these matters will be posted after GCE but details are available now on pages 182 & 183 in the General Council Workbook:

[https://commons.united-church.ca/Documents/Governance/General%20Council%20Executive/GC42%20Executive%20\(2015-2018\)/Meeting%20Documents/2018-03-03%20GCE%20Meeting/1\)%20March%202018%20GCE%20Workbook.pdf](https://commons.united-church.ca/Documents/Governance/General%20Council%20Executive/GC42%20Executive%20(2015-2018)/Meeting%20Documents/2018-03-03%20GCE%20Meeting/1)%20March%202018%20GCE%20Workbook.pdf)

If you have any further questions as you make this transition or if you are having difficulties navigating the UCC Benefits Center or in the receipt or completion of your retirement package, PLEASE connect the Conference Personnel Minister, Judy Hare at 204-233-8911, ext.3 or [jhare@confmnwo.mb.ca](mailto:jhare@confmnwo.mb.ca) .