

*update to come  
"Equipping for Eldership"*

**Question:**

**What steps does the presbytery need to take when a minister retires.**

**Answer:**

Section 245 outlines the steps, which include:

1. Minister indicates desire to retire and fills out the pension application.
2. Presbytery cites congregation to appear at a presbytery meeting in consequence of the retirement (This should follow a visit by presbytery to the congregation to check in the on the state of things – exit interviews with minister and session at least)
3. Presbytery approves of the retirement and forwards the application to the Pension and Benefits office.
4. Presbytery dissolves the pastoral tie effective such and such a date.
5. Presbytery places the name of the minister on the appendix to the roll as of the retirement date. It is good to ensure that all eligible vacation has been taken by the minister prior to beginning retirement.
6. Presbytery appoints an interim moderator who declares the pastoral charge vacant and follows the usual procedure for a vacancy.

**Further notes:**

1. A retired minister cannot "un-retire".
2. Retired ministers can no longer make pension contributions or receive a call.
3. Depending on the age of retirement and number of employment years, pension may be reduced.
4. They may be appointed stated supply or interim minister.
5. Retirement affects health and dental benefits. Speak to that office for more detail.