

## Information for Pastors Retiring on July 2, 2013:

- **Announcement of appointments is Sunday, May 5.** Your SPR Chair will make the announcement about the pastor who is following you. You may make the announcement of your retirement, at any time, if you have not already done so.
- **Moving Day is July 2.** You must be out of your current parsonage by noon. You are responsible for covering your current appointment through July 1<sup>st</sup>. (It is okay to take vacation days or arrange guest speakers for part of June).
- **You should be paid for all of June 2013,** by the local church.
- **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. Pastors Retiring will receive this from the Center for Clergy Excellence.
- **Pension.** If you are retiring, you should already have a contact at the General Board of Pensions. Call Lois Durham, Human Resources Administrator in the conference if you have any questions, 1-800-282-8011 x 194.
- **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 Wendy McCoy, for reimbursement. For pastors who are not on minimum salary, moving expenses are your responsibility.
- **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, 2013. 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.

**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 that 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.

## **Information for Pastors Retiring 2013**

I have received a copy of “Information for Pastor’s Retiring” and I understand it is my responsibility to fulfill these expectations.

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Church Name & City

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Pastor’s Name (please print)

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Pastor Signature

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Date