

Appendix K - Process for Resignation and Retirement

It is helpful for the Bishop and his Staff to know your intentions about a proposed move or about your intended retirement, sufficiently far in advance to be prepared. Guidance is given below about the preferred process.

A. Moving to another post

1. It is courteous to inform the Bishop that you are considering a move. You should make an appointment to see your Archdeacon in the first instance so that matters can be talked through. Curates in their first appointment should follow the guidelines in the Clergy Training Manual.
2. The Clergy Appointments Adviser, the Reverend John Lee, who brings a national perspective on the business of moving to another post is available to you should you feel that helpful, especially if you are considering a move to another diocese or a different type of ministry. He can be contacted at: Cowley House, 9 Little College Street, London. SW1P 3SH. Tel: 020 7898 1898. John holds interviews at various centres around the dioceses during the year. The diocese will pay travelling costs for such interviews.
3. When you have a new post, it is essential that the timing of the announcement is carefully planned and coordinated between 'sending' and 'receiving' churches and dioceses. You should liaise carefully with the Archdeacons' Office who will make the arrangements for the announcement.
4. It is normal to give a three month notice period. You should write to the Bishop, giving notice of your intention to resign, copied to the relevant Archdeacon. You will be sent a Deed of Resignation form, which will need to be witnessed, and returned to the Bishop's Office. The departure date should be the same day as your licensing in the new post for stipend continuity. This diocese will then be responsible for your stipend until that day. This document has legal force.
5. The Finance Office and Dunham House will make the necessary arrangements for the transfer of your stipend.
6. The Archdeacon will also need to agree with you a reasonable day for you to cease your ministry in practical terms to give good time for removal and resettlement in the new post before the licensing date.

B. Retirement

1. You should write to the Bishop, copied to your Archdeacon, to signal your intention to retire. This ought to be up to **twelve months** in advance according to the degree of certainty about a retirement property. Such advance warning – to be handled in strict confidence – will be immensely

valuable to staffing forecasts particularly over the next few years. It is helpful to indicate your provisional retirement date.

2. If you feel that you may need to retire on the grounds of ill health, you should talk to the relevant Archdeacon in the first instance.
3. It may help you in financial planning to talk to the Pensions Board well in advance of that time. They will offer clear advice about the amount of pension you can expect.
4. If you do not have the personal resources to purchase your own retirement property and need help from the national church to rent or part purchase a suitable home you should talk to the Pensions Board well in advance, at least 18 months ahead.
5. **At least six months** before your retirement, please discuss with your Archdeacon your intended retirement date and the date of your last Sunday on duty. On this basis, write to the Bishop with your intention to resign, giving the normal **3 months** notice. You will be sent a Deed of Resignation form, which will need to be witnessed and returned to the Bishop's Office.
6. You should ensure that all other arrangements for your retirement and move to a new house are as certain as possible before writing to the Bishop, as this resignation form will have legal force.
7. It is your responsibility to inform the Pensions Board of the date of your retirement, preferably at the same time as you send your resignation form to the Bishop.
8. The Archdeacon's Office will ensure that the media are notified of your retirement on receipt of your resignation, unless you request otherwise. The Diocesan Registry will inform Crockford's, and if you are staying in the Diocese of Southwell and Nottingham will ask your permission to give your details to the Bishop's Chaplain for Retired Clergy.
9. If there is an unexpected delay in the availability of your retirement property after you have sent in your resignation it *may* be possible for you to stay on in the vicarage for a time after consultation with your Archdeacon and by mutual agreement with the Bishop. If this situation is likely to arise you should contact your Archdeacon as early as possible.
10. It is your responsibility to obtain the application forms for payment of pension. The form must be countersigned by the Bishop.
11. You should notify the Bishop's Office of your retirement address and telephone number (and diocese, if applicable) when these are known, together with the intended date of vacation of your clergy house.
12. The diocese will cover the expense of hiring a removal company to assist your move into a retirement property.

13. The Bishop of Southwell and Nottingham's recommendation is that you give yourself six months off before making yourself available for ministry in your retirement. If you wish to minister in retirement you will need the Bishop's Permission to Officiate (PTO), and should write to him requesting this. In the Diocese of Southwell and Nottingham you will be asked to complete the usual Disclosure and Barring Service clearances in advance of being given PTO.