



The United Church of Canada L'Eglise Unie du Canada



First Dawn Eastern Edge Regional Council
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Retirement Letter

Greetings and best wishes to you!

Retirement is a big step in a person's life journey. If you have made the decision to, there are a few things that you will need to do:

1. Go to your ChurchHub account and complete the "Notice of Change in Pastoral Relations or Request to Begin Pension".
2. Speak with the United Church Benefits Centre pension@united-church.ca. Please ensure you give at least 120-days notice so your pension begins on time.
3. Notify your Pastoral Charge of your intended retirement. Ensure you give your Pastoral Charge at least 90-days notice.
4. Send an email to the Regional Minister (hsandford@united-church.ca) to ensure that all parties are notified of your retirement.

For more information about United Church policy around retirement, please see the handbook: "Pastoral Relations: Additional Resources for Retirement" at https://united-church.ca/sites/default/files/2021-12/pastoral-relations_retirement_dec2021.pdf

If you are collecting your pension but have not had your celebratory banquet with the Region and wish to, please send an email to me. If you have any questions regarding retirement, please feel free to contact me directly at 709-399-0835 or email hsandford@united.church.ca.

Yours in Christ,

Rev. Heather Sandford
Regional Minister

HS/ap