**Supporting clergy to prepare for retirement: guidance for bishops and archdeacons**

* Would normally vacate office at 70 years of age (Ecclesial Offices (Age Limits) Measure 1975 amended by Ecclesial offices (Terms of Service) Amendment Regulations 2017 (UK) but ultimately it is at the bishop’s decision
* 6-month break recommended before obtaining PTO
* Pre-retirement courses are available and should be advertised form age 55. They cover
  + Pension, housing, financial and tax advise, wills and powers of attorney, health, continuing ministry, emotional guidance, refreshing vocation in retirement
* Encouragement should be given from age 55 to seek long term financial planning. Liverpool Victoria provides this for the Pensions Board
* Retirees are to be advised to speak with the Pensions Board at least 5 years prior to retirement (better at age 55) if they need support finding housing. Their contact details are below

<https://www.churchofengland.org/resources/clergy-resources/retirement-housing>

Phone on 0207 898 1824 (Monday to Friday, 9am to 5pm)

Email at [housingservices@churchofengland.org](mailto:housingservices@churchofengland.org)

Post at PO Box 2026, Pershore, WR10 9BW

* Retirees to be advised to move an appropriate distance from last parish on retirement (Recognising this may not be easy to achieve in this diocese)
* PTO to include providing cover for services, weddings, and funerals and other ministry by negotiation
* Over 70s may continue in office under common tenure with the bishop’s approval on a time limited basis (normally up to age 75) and subject to an occupational health assessment
* Minimum retirement planning should include
  + Pre-retirement courses
  + Identified fellow retirees/buddies

**Supporting the ministry of clergy after retirement from office: guidance for bishops and archdeacons**

* Recognise that ordination is for life
* There are various options for retirement, one size doesn’t fit all
  + Full time – retire – PTO
  + Full time – part time – retire – PTO
  + Full time – part time SSM – retire – PTO
* Remember these individuals are a reservoir of theological, spiritual, pastoral and other experience to be drawn from
* PTO needs to be applied for in advance. Normally issued for 5 years duration. Can be renewed
* PTO must not be given housing (benefit in kind liability)
* If they are to hold office past 70 they must still undertake MDR once every two years and regularly attend CMD
* Fees belong to the DBF or PCC. Expense payments to can be offered to PTO/LLMs. This will not impact pension UNLESS they retired under ill health. Those individuals CAN NOT continue ministry
* Expenses can be paid where it is NOT their normal place of worship that they are supporting
* Lead officer for retirement to assist in the pastoral care of clergy and their dependants is the Archdeacon with any specific questions such as pension reverting to the HR Officer.
* CDM still applicable whilst in Holy Orders regardless of status (retired/PTO etc)
* PTO still required to undertake safeguarding responsibilities including training very 3 years
* At the time of retirement
  + Bishop to meet and convey appreciation for service/send personal letter of thanks
  + Bishop to offer life membership of the Retired Clergy Association of the Church of England
  + If moving diocese the bishop to seek permission to notify the new bishop
* After retirement
  + Bishop to encourage ongoing ministerial work for the individual
  + Consider annual gathering of retired clergy
  + Support CMD and other informal events

**Ministry after retiring from office**

* This is a guide aimed at the individual
* It covers
  + Where to live
  + Different paths towards retirement from office
  + Self-supporting ministers in retirement
  + Age requirement
  + Forms of ministry that can be carried out in retirement
  + How to apply for PTO
  + What happens when moving diocese
  + Holding office after age 70
  + Some FAQs
  + Has a useful timeline for a future retiree to follow