

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

Summary

This guidance for bishops, archdeacons, and senior staff who have contact with retired clergy is primarily intended to provide informal advice and suggestions to support the ministry of retired clergy. It provides brief summaries of the current position on the subjects below and indicates where further guidance and information can be found.

- Retirement age
- Ministry after retirement, and permission to officiate (PTO)
- Holding office after retirement age
- Designating people to be responsible for the ministry of clergy on PTO
- Occasional offices and parochial fees
- Expenses
- Ministerial Review and Continuing Ministerial Development
- Pastoral Care
- Disciplinary and capability procedures
- Safeguarding and safeguarding training in retirement
- Representation
- Communications
- Further ways of supporting the ministry of retired clergy

Contents

Summary.....	1
Introduction.....	3
Purpose.....	3
Scope.....	3
Supporting the ministry of clergy after retirement from office: guidance for bishops and archdeacons.....	4
1. Retirement.....	4
2. Ministry after retirement from office.....	4
3. Permission to officiate	6
4. Holding office after retirement age	7
5. Designating people to be responsible for the ministry of clergy on PTO.....	7
6. Occasional offices	8
<i>Parochial Fees</i>	8
7. Expenses	9
8. Ministerial review.....	10
9. Continuing ministerial development (CMD).....	11
10. Pastoral care: retirement officers and widows and widowers officers	11
11. Disciplinary and capability procedures	11
12. Safeguarding	12
13. Safeguarding training in retirement.....	12
14. Representation	12
15. Communications	13
16. Further ways of supporting the ministry of retired clergy	13
Approval and review.....	15
Revision history.....	15
APPENDIX Resources referred to in the text.....	17
Guidance for clergy on ministry after retirement from office	17
Guidance for bishops and archdeacons on supporting clergy to prepare for retirement from office	17
House of Bishops Policy on PTO	17
Booklet <i>The Parochial Expenses of the Clergy: A Guide to their Reimbursement</i>	17

Introduction

1. This guidance has been produced to assist bishops, archdeacons and senior staff in encouraging clergy to have a flourishing ministry in retirement and in promoting a culture that enables clergy to continue to contribute towards the Church's mission and ministry after they have retired from office or employment.

Purpose

2. It draws on diocesan good practice and further input from the Retired Clergy Association of the Church of England (RCACoE) in the hope that it will encourage the ministry of retired clergy – on which the Church relies so heavily – to continue to flourish for the good of the Gospel and the Church.
3. This guidance for bishops, archdeacons, and senior staff is primarily intended to provide informal advice and suggestions how to support the ministry of retired clergy, but also flags up and summarises relevant guidance and policies that is more binding in nature.
4. Bishops are encouraged to share this document with rural/area deans, retirement officers and senior staff who have contact with and prepare retirement courses for retired clergy.
5. Where it does refer to specific legal requirements, with which bishops, archdeacons and clergy must comply, it uses must or required. Where something is regarded as minimum good practice, but there is no specific legal requirement, it uses should. This good practice should be followed unless there is a good reason not to.

Scope

6. It covers:
 - clergy (whether stipendiary or self-supporting) who have reached the retirement age of 70, retired from office, and have been given permission to officiate;
 - stipendiary clergy who have given the necessary three months' notice and chosen to retire from office and receive their pension (which they may do without any reduction in retirement benefits for early retirement once they reach 68) and who have been given permission to officiate;
 - self-supporting ministers who have retired from employment in another role in addition to their clergy role and who have either been given permission to officiate or a licence;
 - clergy over 70 (whether stipendiary or self-supporting) who remain in office, after the bishop has given a direction to that effect, but who are in receipt of pension.

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

1. Retirement

1. The Ecclesiastical Offices (Age Limit) Measure 1975 as amended by the Ecclesiastical Offices (Terms of Service) Amendment Regulations 2017, requires all officeholders (including priests in charge) to vacate their office at 70 years of age.
2. In exceptional circumstances, clergy may continue in their office beyond the age of 70, on a renewable, time-limited basis, without any maximum age, provided that the bishop of the diocese has issued the appropriate direction. In the case of parochial clergy, the bishop needs to obtain the consent of the PCC before issuing the direction.
3. Whether to issue a direction is a decision for the bishop. Before issuing a direction, the bishop must have regard to guidance issued by the Archbishops' Council, which makes it clear that
 - Giving a direction to extend the term of someone's office beyond 70 or to appoint them to a new parochial office is not intended to be the norm;
 - Clergy should not be given an office purely in order to increase their pension provision or provide housing in retirement.

2. Ministry after retirement from office

4. Ordination is for life, and many clergy, once they have retired from full time office, wish to continue to offer a pastoral ministry, freed from some of the formal and administrative business of being a parish priest or chaplain.
5. It is important not to make assumptions about the type of ministry or projects in which clergy who have retired may wish to be involved. Especially in the earlier years of retirement, they are likely to have plenty of energy and experience to contribute to the mission and ministry of the diocese. Where self-supporting ministers have retired from employment in a non-ministerial role, they may have additional time and energy to give to their vocation. Retirement may bring new opportunities for ministry, particularly if they own their own home in the parish and are not moving when they retire.
6. Many clergy may move from full time stipendiary office to permission to officiate when they reach the retirement age of 70, but some may prefer a more gradual path moving from full time to part time stipendiary ministry or choosing to offer themselves for self-supporting ministry and hold an office until they reach retirement age.
7. The ministry that clergy choose to exercise after retirement from office should depend on the needs of the Church in a particular place, and their talents and capability (which may change as they get older), but it should not be seen as not limited to providing short-term cover or taking weddings and funerals. The many ways in which clergy can support the mission of the diocese include the following:
 - helping out with projects in the diocese such as estates regeneration, Renewal and Reform, and ministry among children

- specialist funeral ministry
 - providing temporary one-off cover for long term periods of authorised absence (for example, sabbatical or long-term sickness)
 - mentoring other clergy and helping to train them
 - additional support for a particular parish for a fixed period when requested by the bishop
 - taking on a diocesan role (for example as retirement or widow(er)s officer on a voluntary basis)
 - providing confidential pastoral support at the request of the bishop for clergy who are undergoing the capability procedure or who are subject to proceedings under the Clergy Discipline Measure
 - spiritual direction, mentoring or work consultation (e.g. a retired cleric with experience of church schools can be of considerable help to an incumbent coming new to this specialised area)
 - conducting retreats or quiet days
 - acting as an outside consultant/teacher/facilitator for parishes (e.g. for PCC away days, stewardship campaigns, Lent groups and house groups);
 - participating in missions, staffing CMD and ordination courses, or participating as a peer reviewer in MDR
 - representing the diocese or the Church of England on various bodies or visits (e.g. an overseas diocese linked with the diocese, a charity, or a secular organisation).
8. Bishops are encouraged to make full use of the ministry offered by retired clergy, while recognising that there are a few clergy to whom it may not be appropriate to give PTO and that ministry on PTO following retirement is always on a voluntary basis: no retired cleric should feel coerced.
9. There may be some value in training some experienced retired clergy who can act as trainers and sources of advice and counselling when requested by other clergy in the diocese.
10. When offering a ministry to someone in retirement, bishops should bear in mind the following.
- Retired clergy are a reservoir of theological, spiritual, pastoral and other experience and have the potential to make a significant contribution to the mission and ministry of the diocese.
 - Retirement is a time of potential and provides opportunity to refresh a vocation by doing something different and learning new skills. Self-supporting ministers who have retired from secular employment may be able to take on more rather than less.
 - Clergy should not be given an office purely in order to increase their pension provision or provide housing in retirement, but because there is a need for them to exercise ministry in a particular place.

- Giving a direction to end the term of someone's office beyond 70 or to appoint them to a new parochial office is not intended to be the norm and is likely to happen only in exceptional circumstances. PTO enables clergy to have a ministry that goes well beyond providing cover, carrying out occasional offices, and giving pastoral care.
- The bishop should follow the House of Bishops policy on PTO when granting, reviewing, renewing or withdrawing PTO and must apply the principles of safer recruitment.
- Clergy on PTO carry out their ministry at the invitation of the incumbent or priest in charge, who may decide what ministry, if any, a cleric who has retired from office should have in the parish and the cleric must respect this.
- If a retired cleric finds him/herself at odds with the vision of their incumbent or priest in charge, the bishop (with the help of the area/rural dean) should try to find a nearby parish where the retired cleric can minister harmoniously with another incumbent. If the retired cleric continues to hamper the work of the local parish, the bishop should consider withdrawing the permission to officiate.

3. Permission to officiate

11. Clergy wishing to exercise a ministry require the bishop's authority. For most clergy who have retired from office, this will take the form of the Bishop's permission to officiate. Giving someone PTO is about enabling ministry, and it should not be assumed that the only ministry someone can provide on PTO is covering for clergy office holders who are absent or taking weddings and funerals.
12. Nor should it be assumed that everyone with PTO is retired.
13. Clergy may need to be reminded that they will need to apply in advance for permission to officiate if they wish to exercise a ministry in retirement. For further details, see the House of Bishops Policy on PTO, which sets out the steps that bishops need to take before giving permission to officiate.
14. The House of Bishops has committed itself to applying this policy when granting clergy permission to officiate (PTO). As the House of Bishops policy puts it

"Clergy with PTO play a vital and sometimes unsung part in the Church's mission. Their ministry is largely unstructured, and varies enormously. But, in order to preserve the flexibility that is its hallmark, there does need to be an agreed structure and framework within which permission to officiate operates. In particular, it is necessary to ensure that: -

- *the process for agreeing and reviewing PTO is carried out in accordance with the House of Bishop's Safer Recruitment: Practice Guidance;*
- *PTO clergy receive appropriate pastoral support, and are not asked to do more than they are willing or able to provide;*
- *appropriate use is made of their talents;*
- *their ministry is properly acknowledged and affirmed and supported."*

15. Clergy who are on PTO and do not hold an office must not be provided with housing. This could create a tax liability as they are not being provided with a house for the

better performance of the duties of their office as they do not hold office. There is a risk that clergy on PTO who do not hold office but who are provided with accommodation might attempt to argue to an Employment Tribunal that they were employees.

4. Holding office after retirement age

16. In exceptional circumstances (for example, where their role has significant responsibility, or involves being an integral member of the ministry team) clergy may continue in their office beyond the age of 70, on a renewable, time-limited basis, without any maximum age, provided that the bishop of the diocese has issued the appropriate direction. Before the bishop can issue a direction, it will be necessary to arrange an occupational health assessment, and, in the case of parochial clergy, obtain the consent of the PCC.
17. Clergy over 70 who hold office do so on the same basis as other clergy office holders on fixed terms under common tenure. They must be issued with a statement of particulars, and are subject to the capability procedure. They are required to participate in MDR at least once every two years and Continuing Ministerial Development.
18. Clergy over 70 may also be appointed to another office as incumbent, priest in charge or assistant curate, on a renewable, time-limited basis, provided that the appropriate direction is issued.
19. Suffragan bishops and deans may continue in office beyond the age of 70, up to a maximum of 75, by a direction from the diocesan bishop, with the agreement of the archbishop; but they may not be newly appointed to the office after the age of 70.
20. Archdeacons and residentiary canons may continue in office beyond the age of 70, up to a maximum of 75, by a direction of the diocesan bishop; but they may not be newly appointed to the office after the age of 70.
21. Diocesan bishops may continue in office beyond the age of 70, up to a maximum of 75, by a direction from the archbishop; but they may not be newly appointed to the office of diocesan bishop after the age of 70.

5. Designating people to be responsible for the ministry of clergy on PTO

22. The Bishop is responsible for ensuring oversight of all clergy with PTO. This may be done by designating a specific person for every cleric with permission to officiate, who has responsibility for their ministry. If the ministry of the cleric with PTO is confined largely to one parish or deanery, it may be appropriate for the incumbent/priest in charge of the parish, where the cleric with PTO lives, or worships and carries out his or her ministry, to be designated as the responsible person. It is for the Bishop to decide how the oversight of clergy with PTO is carried out.
23. In many dioceses, the ministry of a cleric on PTO is not located in a particular place. In these cases, it may be more suitable for some other person than the incumbent/priest in charge of the parish where they live, to act as the designated

responsible person. This will usually be the area/rural dean, a member of bishop's staff team, or someone else appointed by bishop.

24. A designated responsible person may, if the Bishop so decides,

- meet the cleric with PTO and agree expectations of the work that he/she will do;
- review these expectations regularly;
- discuss the ministry carried out by the cleric with PTO regularly;
- ensure that a written record of the ministry provided by the cleric with PTO is sent to the bishop, along with any change in the expectations, to be placed on the Blue File;
- either recommend, where appropriate, and subject to the relevant safeguarding checks, that the bishop renews the PTO when the current term is due to expire, or explain to the bishop why he or she does not consider that the PTO should be renewed;
- ensure that the bishop is kept informed about any issues or health problems, particularly where the cleric with PTO might require additional pastoral support, or it might be necessary to consider withdrawing PTO.

25. The bishop should keep up to date records of who the designated responsible person is, and must ensure that, someone (possibly the area dean) is carrying out this role during a vacancy in the parish where the cleric with PTO ministers, which may be a time that a cleric with PTO is having to provide more assistance in a parish.

6 Occasional offices

26. It is the responsibility of the priest in charge or incumbent to request help from retired clergy for conducting occasional offices (baptisms, weddings and funerals) and their associated visiting. However, with effect from 1 May 2018 the Church of England (Miscellaneous Provisions) Measure 2018 permits any member of the clergy with authority to officiate to conduct any funeral not in a church or churchyard, if requested to do so by the family. When an individual or a funeral director makes a direct approach to someone on PTO, the relevant provisions require the cleric, so far as practicable, to inform the relevant minister and seek his or her goodwill. Some retired clergy may have a particular ministry to the bereaved; this could perhaps be recognised in an exchange of letters with their own incumbent, or local incumbents in the deanery, which makes it clear how their ministry is to be integrated into the rest of the ministry of the parish or deanery. In some cases, it will be possible to inform all the local funeral directors about such a retired cleric.

27. But the primary point is that retired clergy on PTO should be working with parish clergy and not independently of them. Bishops can withdraw PTO if clergy are not collaborative.

Parochial Fees

28. In all but a very few cases (such as at a cathedral) parochial fees are the property either of a diocesan board of finance (DBF) or a parochial church council (PCC). The DBF fee is legally owned by the DBF and is for the DBF to decide to which of its purposes that income should be applied. Fees due to the DBF for occasional services are intended to cover the full cost of providing authorised ministry – they are not a fee

for the services of a particular minister. The fee is, therefore, payable to the DBF regardless of whom the actual minister is and whether or not they receive a stipend.

29. Dioceses may, however, wish to consider whether it is appropriate to offer fees only to those who have retired from stipendiary ministry, particularly as, in many dioceses, self-supporting ministers and readers licensed to carry out funerals also receive part of the DBF fee.

30. It is for a DBF to decide what remuneration might be paid to those ministers who are not in receipt of a stipend (SSM/NSMs, clergy with PTO (whether or not they have retired from office) Readers/licensed lay ministers (LLMs). The Archbishops' Council has offered the guidance below, which was reissued in 2014. It is for each DBF to decide whether to adopt it, and, if it is adopted, how widely payments should be made, and how it is to be adopted.

31. The Archbishops' Council has issued the following guidance on parochial fees.

“a. A DBF *might* decide to set aside 20% for central diocesan costs such as Continuing Ministerial Development, and 80% to stipends. These figures are not intended to be prescriptive, and it remains for each DBF to come to a view on how to use income from fees;

b. That payment be *offered* to retired clergy, though some may of course decline it, or receive it and then donate it to PCC or DBF. This could be the normal arrangement for every priest (including those whose former licensed service was non-stipendiary) with permission to officiate. Advice has been received that such payments, on a casual, ad hoc basis, would not normally constitute an employment relationship between a DBF and the minister concerned (but Diocesan Registrars should be consulted where arrangements are put in place that go beyond paying ministers on a casual basis – for example where retired clergy undertake to conduct a minimum number of services for an agreed overall sum);

c. In all cases, it should be made clear to ministers receiving such payments that they are responsible for declaring this income to HMRC for tax purposes.

20. Should the diocese decide to offer remuneration to ministers not in receipt of a stipend, DBFs will need an administrative system for making any payments to these ministers. This might easily be incorporated within an existing system for 'Casual Duty' payments, with the payment on offer being listed along with those for other services.

21. For stipendiary ministers, matters relating to fees and associated ministry will be coverable under a Statement of Particulars. For Readers these matters will be covered by a written agreement. The House of Bishops policy on Permission to Officiate requires a generic diocesan role description for clergy with PTO and suggests that it may sometimes be helpful for clergy on PTO who have a regular ministry in a parish or parishes to agree a statement of expectations with their incumbent.”

32. Pensions in payment may not be reduced or suspended if a pensioner receives earnings from ecclesiastical office or employment, unless they retired on health grounds.

7 Expenses

33. All expenses of formal ministry by retired clergy, including pastoral visits for weddings, funerals and other reasons, should be reimbursed in full by the PCC or

equivalent. Expenses should be the actual cost or mileage at the current rates of approved mileage allowance payments set by HM Revenue and Customs. Further details can be found in the Booklet *The Parochial Expenses of the Clergy: A Guide to their Reimbursement*

34. Retired clergy should not normally receive expenses for taking a service in their usual place of worship. Even in a large rural multi-parish benefice, they should not normally receive travel expenses for taking services at the church where they usually worship, although expenses should be paid for services taken at other churches within the benefice.

8 Ministerial review

35. PTO should be linked to the period of the DBS check and must not be issued for longer than 5 years. It must be reviewed before being renewed, although this review will not usually be in the form taken by MDR for office holders.

36. See the House of Bishops Policy, which states the following (paragraph 7.1 -7.4)

“PTO should always be reviewed in the light of changing circumstances before being renewed.

All clergy with PTO, even if their duties are light and irregular, should have a regular review of their ministry with the designated responsible person. This will involve a brief discussion of the ministry carried out by the cleric with PTO.

Other matters for discussion might include whether the cleric with PTO

- has talents and capacity that are currently not being used
- should be given a licence, rather than PTO, if he or she has become an integral part of the ministry team with regular duties in the parish¹
- might be willing to carry out additional duties, either in the deanery or for the diocese, particularly if these are temporary and the commitment is not permanent
- needs to consider varying, or reducing, what he or she is able to offer or whether a transition to retirement from active ministry should be considered, for example if the cleric is in poor health
- has any particular training needs (including refreshing of safeguarding training every 3 years)
- is having to take a more active role in the parish during a vacancy and needs to be kept informed about the appointments process or is having to adjust, after leading the parish during a vacancy, now that a new incumbent has been appointed whose vision for the parish may be different
- will need to apply for a DBS renewal shortly in order to continue exercising a ministry.

¹ The bishop will need to issue a direction and have regard to guidance issued by the Archbishop’s Council before giving a licence to anyone over 70.

This review need not be time consuming or extensive, particularly if there is no change to the agreed expectations.”

9 Continuing ministerial development (CMD)

37. Continuing ministerial development may sometimes be open to clergy with PTO, particularly when a training need has been identified as a result of regular review or if it is required for their ministry. It is important to invest in retired clergy and encourage them to develop their skills, whilst acknowledging that their needs are not the same as those of clergy in office.

10 Pastoral care: retirement officers and widows and widowers officers

38. Initial pastoral care is the responsibility of the appropriate parish priest, although the diocesan bishop has ultimate responsibility for ensuring that pastoral care is provided.
39. Bishops should appoint retirement officers to assist in the pastoral care of clergy who have retired from office and their dependants. The retirement officer should explain to clergy who are about to retire the various networks and contacts, and provide details of available grants, Synodical representation, opportunities for Continuing Ministerial Development (CMD), and encourage him or her to register details of the next of kin (including the address) with the bishop’s office where it will be kept securely. It will be the retirement officer’s duty to keep this information up to date, respecting the rights of the data subject.
40. Bishops need to ensure that retirement officers are given information on pre-retirement courses run in the diocese, and have opportunity to attend them.
41. Diocesan boards of finance are required by section 51 of the Clergy Pensions Measure 2018 to appoint a diocesan widow(er)s and dependants committee to watch over their interests and to appoint an officer or officers to keep the committee informed about their circumstances and make proper representations on their behalf. Proper management of this data in accordance with data protection regulations is important.
42. In the event of a retired cleric or his or her dependants becoming a vulnerable adult, advice can be sought from the Diocesan Safeguarding Adviser.
43. It will be helpful to give retirement officers membership of the Retired Clergy Association of the Church of England.

11 Disciplinary and capability procedures

44. All clergy in holy orders are subject to the Clergy Discipline Measure 2003 (whether or not they hold office, are employed or have permission to officiate). In the case of clergy with permission to officiate, the bishop has, if necessary, the option of simply terminating the permission. However, in the case of serious misconduct, the bishop might wish to pursue the Clergy Discipline Measure option so that a prohibition can be imposed.
45. Clergy who hold offices under common tenure are subject to the capability procedure.

12 Safeguarding

46. Clergy on PTO are subject to the principles of safer recruitment and their permission to officiate should be for the same period as their DBS check. See the House of Bishops Policy on PTO.
47. Retired clergy must abide by Church of England and diocesan policies and procedures in safeguarding children and adults, and observe the implementation of procedures in the parishes in which they serve.
48. Retired clergy are accountable to and must share information with the incumbent/priest in charge of the parish, or in a vacancy with the Area/Rural Dean or Archdeacon, on all safeguarding matters.
49. Retired clergy are subject to the same processes as any other ordained person in the event of an allegation of past or current abuse by a child or an adult being made against them.

13 Safeguarding training in retirement

50. As well as DBS checks, all clergy on PTO must participate in appropriate safeguarding training, including refresher training every 3 years.
51. The House of Bishops Training and Development Practice Guidance (2017) states at 3.4 that “There may be some extenuating circumstances in which bishops may wish to exercise a degree of discretion in implementing the requirements for training, for example with clergy who because of infirmity never exercise their permission to officiate. The Bishop should seek the advice of the Diocesan Safeguarding Adviser prior to giving discretion. If the PTO is being exercised – no matter how limited the circumstances – there remains a requirement for training, but it may be that C1 is a more appropriate level than C3. Where such discretion is exercised, the bishop should record it in the blue file of any clergyperson or the appropriate record of lay ministers.”
52. This should only be used in exceptional circumstances. These partial exemptions must be recorded in the Blue File and monitored.

14 Representation

53. It is desirable to encourage a culture where retired clergy are represented in diocesan structures and feel able to participate in the life of the diocese. But there are some dioceses where there are more retired than full time stipendiary clergy, and this means that not every retired cleric on PTO can, or should, be on, for example, the deanery clergy chapter. Parochial clergy office holders have ex-officio membership of their PCC and deanery synod. The Church Representation Rules give a limited franchise to those with permission to officiate. Those with permission to officiate have the statutory right to elect one of their numbers, for every ten or less in a deanery, onto the house of clergy of the deanery synod. Those so elected may vote and stand as candidates in diocesan and General Synod elections. The Deanery Synod may also co-opt those with permission to officiate.²

² Co-opted members of either house of a deanery synod cannot vote: CCR 39(2). However, the position is different in elections to the Convocations. Under Canon H 2.4(e), “all clerks in holy orders

54. Deanery synods should be encouraged to include some clergy with permission to officiate, as those who are members of their deanery synods can both vote in the General Synod election and indeed stand for election themselves.
55. Clergy with permission to officiate do not have an automatic right to be members of the deanery clergy chapter, as it is not a synodical body. They will attend by invitation rather than by right. Practice may vary in different deaneries: some deaneries may have meetings for licensed and beneficed clergy only; others may invite retired clergy to some or all of their meetings. Some deaneries have separate chapter meetings for retired clergy.
56. It is recommended that, at the very least, all deaneries, should occasionally, have a meeting to which all with a permission to officiate are invited. However retired clergy are represented within a deanery, it is important to encourage stipendiary clergy to be inclusive about welcoming retired clergy and being imaginative about how their gifts can be used, rather than assuming that they are only there to provide cover and take occasional offices.
57. A cleric who has permission to officiate in a parish may be authorized by the bishop to act as chair of the PCC when the incumbent is absent and/or during a vacancy. Application for such authorization must be made by the incumbent and PCC (or the PCC only if the benefice is vacant). A cleric who is so authorized is automatically a member of the PCC. Otherwise, any cleric, whether or not he or she has PTO, may be co-opted. Where a cleric with PTO has been elected to the deanery synod, it is appropriate for them to be co-opted onto the PCC.

15 Communications

58. Clergy with PTO, whether or not they are retired, should receive diocesan mailings, as they are engaged in public ministry and need to be kept informed.

16 Further ways of supporting the ministry of retired clergy

59. Bishops may find it useful to bear the following in mind.

At the time of retirement

60. At the time of retirement, the bishop will probably wish to consider how to express the diocese's appreciation of the retiring cleric's ministry, for example, by meeting the cleric or writing him or her a personal letter to thank them for their ministry. It may be helpful to offer life membership of the Retired Clergy Association of the Church of England.
61. If the cleric is moving to another diocese, the bishop should ask the cleric's permission to notify the bishop of the new diocese. It might also be helpful to ensure

who are members of a deanery synod in the area and have written permission from the bishop of the diocese to officiate within that diocese" are electors. There is no exception for clerks who are co-opted members of a deanery synod. Moreover, all clergy with PTO are eligible for election to a Convocation irrespective of whether they are members of a deanery synod: see Canon H 2.5 and the inclusion among those eligible for election clergy who "would have been so entitled [to vote in the electoral area] ... had they been members of a deanery Synod".

that people in the diocese are made aware that the cleric has moved to another diocese.

Subsequently

62. The Bishop should encourage the work of retirement officers.
63. Many retired clergy will wish to participate in the annual renewal of ordination vows, and should be encouraged to do this.
64. Bishops are encouraged to offer the opportunity for an annual gathering for retired clergy (which may be linked to a service for bestowing and renewing permissions to officiate). Depending on the numbers and the geography, this could be for the whole diocese or for smaller areas. Other social events may be organised if there is interest.
65. It may also be desirable to encourage the retirement officers to ensure that there is celebration and appropriate marking of milestone birthdays and significant anniversaries.
66. Other ways of supporting retired clergy include some access to the CMD programme, and retired clergy gatherings in deaneries etc.

Approval and review

Approved by	House of bishops delegation committee
Policy owner	RACSC
Policy author	Patrick Shorrocks
Date	Approved 2020 and issued September 2021
Review date	2023

Revision history

Version no.	Revision date	Previous revision date	Summary of changes
1	2007		
2	2014	2007	Updated to take account of changes to parochial fees
3	2021	2014	<p>Split into 2 separate guidance notes on retirement preparation, and ministry in retirement, plus a booklet available from the Pensions Board on ministry after retiring from office.</p> <p>Also amended to reflect:</p> <ul style="list-style-type: none"> • House of Bishops Policy to officiate • Changes to the Age Limit Measure <p>Changes that allow any authorised member of the clergy to conduct any funeral if requested to do so by the family</p>
4	2022	2021	Additional details about the application of the Church Representation Rules to co-opted members of Deanery Synods

APPENDIX Resources referred to in the text

Guidance for clergy on ministry after retirement from office

Guidance for bishops and archdeacons on supporting clergy to prepare for retirement from office

[Guidance on the Age Limit Measure to which Bishops must have regard](#)

[House of Bishops Policy on PTO](#)

[Booklet *The Parochial Expenses of the Clergy: A Guide to their Reimbursement*](#)