**Cabinet Policy on Clergy Announcing Their Retirement**

Before a pastor can announce her/his plans to retire, the following tasks must be completed:

1. The pastor must submit a letter indicating her/his desire to retire to the bishop, and copy the district superintendent, VUMPI, and the Center for Clergy Excellence.

2. The pastor must have informed their PPR/SPRC of their desire to retire.

3. Licensed Local Pastors must inform the chair of their DCOM.

4. The pastor must inform their district superintendent of the date when they intend to make their retirement announcement to the congregation.

Approved by the Cabinet December 2022.