

## **Guidelines and Procedures for Applying for Retirement Pension *and* Requesting Honorably Retired Status**

Applying for your retirement pension is NOT the same as requesting the status of “Honorably Retired”. You may receive your retirement pension without being an honorably retired member of the presbytery.

When eligible, request a retirement packet and apply for your retirement pension from the PC (U.S.A.) Board of Pensions (BOP). For eligibility requirements see [www.pensions.org](http://www.pensions.org).

When requesting “Honorably Retired” status and/or presbytery certification of your Retirement Pension Application for Members (PEN-001), please complete either Section I or II below and check all that apply:

### **I. Presently Serving a Church/Organization**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Position: \_\_\_\_\_ Leaving position as of \_\_\_\_\_

Church/Org: \_\_\_\_\_

☐ Applying for my retirement pension effective \_\_\_\_\_ (mm/dd/yyyy)

☐ Requesting the status of Honorably Retired (HR)

☐ Desiring to become a Member-at Large (MAL)

I do/do not want a Presbytery ceremony to celebrate my new Status

### **II. Not Presently Serving a Church/Organization**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

I am not employed by a church-related entity or serving in a specialized ministry and:

☐ Applying for my retirement pension effective \_\_\_\_\_ (mm/dd/yyyy)

☐ Requesting the status of Honorably Retired (HR)

☐ Desire to remain a Member-at Large (MAL)

I do/do not want a Presbytery ceremony to celebrate my new Status

Mail/Send a copy of your entire Retirement Pension Application for Members (PEN-0001) to the Presbytery Office along with this form. The Certification of the Presbytery will be signed and submitted with the entire application to the BOP and copy you. The Commission on Ministry will consider your HR request and you will be notified of its decision.

Send to:

Commission on Ministry  
Presbytery of Philadelphia  
915 E Gowen Ave, Philadelphia, PA 19150  
[cpaulk@presbyphl.org](mailto:cpaulk@presbyphl.org)