

## Clergy Retirement Process

1. Submit your retirement request in writing to Bishop Harvey (Louisiana Area Offices, United Methodist Church, 527 North Boulevard, Baton Rouge, LA 70802) by at least 120 days before retirement (or by February 1 if one is retiring at Annual Conference) to allow sufficient time for Cabinet/BOM approval and for processing of your retirement benefits with the General Board of Pensions. (Retirement requests can be approved with less than 120 days' notice at the discretion of the Bishop and Cabinet; however, there may be a delay in receiving retirement benefits).
2. Your retirement letter needs to include:
  - a. Your requested retirement date (this should be the first day of the month in which you retire). For example, if your last day worked is December 31, your retirement effective date would be January 1. If you are retiring at Annual Conference, your retirement date will be July 1.
  - b. Your actual signature.
3. Mail or email a copy of your retirement request letter to each of the following:
  - a. Your District Superintendent
  - b. Rev. Jan Curwick  
Administrative Ministries  
Louisiana Annual Conference UMC  
527 North Boulevard  
Baton Rouge, LA 70802  
[jancurwick@la-umc.org](mailto:jancurwick@la-umc.org)
  - c. Rev. Juan Huertas  
BOM Conference Relations  
9400 Ellerbe Road  
Shreveport, LA 71106  
[juan@gracehappens.org](mailto:juan@gracehappens.org)
  - d. Rev. John Edd Harper  
BOM Coordinator  
Louisiana Annual Conference UMC  
527 North Boulevard  
Baton Rouge, LA 70802  
[johneddharper@la-umc.org](mailto:johneddharper@la-umc.org)
4. Once retirement eligibility has been verified and the requirement request approved by the Cabinet, the Louisiana Annual Conference Benefits Office will submit the retirement request to the General Board of Pensions and Health Benefits (GBOPHB), pending final approval by the Board of Ordained Ministry.
5. The GBOPHB will send the prospective retiree a retirement packet with pension benefits information and distribution options approximately 2 weeks following receipt of retirement notification.
6. Pension Application for Benefits forms need to be returned to the GBOPHB within 180 days of the date in the upper right hand corner of the forms and must be returned before then if one wishes for retirement to begin at a date earlier than 180 days after the date listed in the upper right hand corner of the form.
7. The prospective retiree will receive information from the Louisiana Annual Conference Benefits Office regarding Retiree Group Health Options. If participating in a Louisiana Annual Conference Medicare Primary Group Health plan, you will need to enroll in both Medicare Part A and B (but NOT Part D) and provide a copy of your Medicare card to the Administrative Ministries office. Your Part A and B effective dates must be no later than the date of your retirement. If you are over 65 when applying, you may need to send forms provided by

the Social Security Office to the Louisiana Annual Conference Benefits Office to verify that you had credible medical coverage previously so that you do not have to pay a higher Medicare premium.

8. In the spring, the prospective retiree will receive information regarding Retiree Videos, the Retiree Luncheon Celebration at Annual Conference, and moving benefit.