



DIOCESE OF NIAGARA PRE-RETIREMENT CHECKLIST

3-5 YEARS BEFORE RETIREMENT

- Review your will and power of attorney for yourself (and your spouse, if applicable)
- Attend a pre-retirement workshop
- Do a financial check-up:
 - Record spending habits and consider how these may change in retirement
 - List your sources of income in retirement
 - Utilize the [Canadian Retirement Income Calculator](#)
 - Work with a qualified advisor or financial planner to put a retirement plan in place
- Start your retirement wellness plan: think about and record activities you're interested in that support each of the six factors in wellness: physical, emotional, spiritual, intellectual, social, and environmental

1 YEAR BEFORE RETIREMENT

- Speak with the bishop and/or your spiritual director about the possibility of retirement.
- Review your retirement wellness plan.
- Acquire Benefit and Financial Estimates:
 - Federal Government Benefits estimates for yourself (and your spouse, if applicable)
 - Canada Pension Plan (CPP) and Old Age Security (OAS) – Service Canada contact info: 1-800-277-9914
- Acquire Pension Estimates:
 - National Church Pension Plan: 1-866-318-2727
 - Prior employment pension (if applicable)
 - Spouse's pension (if applicable)
- Review of Benefit Plan Information
 - Determine Diocesan plan coverage
 - Consider spouse's plan coverage (if applicable)
 - Review private insurance options
- Review your Continuing Education Plan Balance
 - Any accumulation must be used no later than 3 months prior to your retirement

6 MONTHS BEFORE INTENDED RETIREMENT

- Meet with the Bishop, or their designate, to determine your retirement plan:
 - Set your retirement date
 - Plan for the use of any accrued vacation time
 - Make housing arrangements (if applicable)
 - Discuss which diocesan committees, roles, responsibilities you might maintain in retirement (if any)
 - Explore possible transitional ministry options
- Provide a written confirmation of this intention, after your conversation with the Bishop, including your anticipated final date of ministry
- The Human Resources office will send you the National Church Pension application, Continuing Education Plan, and TD1 forms.
- Apply for:
 - Canadian Pension Plan
 - Old Age Security

3 MONTHS BEFORE RETIREMENT

- Complete the National Church Pension application form
- Complete the TD1 form (tax deducted from pension income)
- If applicable, complete the Continuing Education Plan form
- Return the above-mentioned forms to the diocesan payroll office (payroll@niagaraanglican.ca)
- Connect with your regional archdeacon, spiritual director as well as any people or organizations associated with the activities you outlined in your retirement wellness plan.

1 WEEK BEFORE RETIREMENT

- Receive your Record of Employment from the payroll office
- Contact your care insurance provider and change your insurance from "business" to "pleasure" (if appropriate)
- Make a plan to meet with your spiritual director following your last Sunday service, or the conclusion of your appointment.

