



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.

