

**Protocol for Retiring Clergy**

This protocol provides a guide to the steps involved for clergy retiring from a parochial post.

1. As soon as you have decided on a date for your retirement, you should write to the Bishop of Chichester, copying in his Appointments Secretary, Imogen Robins (imogen.robins@chichester.anglican.org), giving a minimum three months' notice of your intention to retire. Your formal retirement date should take into account any outstanding holiday you are intending to take. A deed of resignation will be sent to you *(incumbents only*), which should only be returned once your retirement date has been fixed*.*
2. Once you have decided when you wish to announce your retirement locally, you should contact the Bishop of Chichester’s office so that all relevant parties can be informed. At this point you should also be in touch with the Property Director, Scott Ralph (scott.ralph@chichester.anglican.org), or one of his team with the date you are expecting to move out. If this date changes, the Property Department should be informed as soon as possible.
3. The details of your retirement should be agreed with the Archdeacon and your churchwardens, including the announcement date, your final Sunday, and arrangements for vacation of the parsonage house. Unless explicitly agreed otherwise with your churchwardens, you should arrange cover for any services after your final Sunday but before your retirement.
4. *Incumbents only* During a vacancy (i.e. at the point at which your retirement takes legal effect), the churchwardens and rural dean automatically become sequestrators. In practice, churchwardens may be willing to act informally as sequestrators before the vacancy proper starts, but they are not legally obliged to do so.
5. Clergy are entitled to stay in the parsonage house for one calendar month after the date of retirement. If you wish to stay in the house for longer than this (in which case the default position is that rent will be payable at the market rate), please contact your Archdeacon at the earliest opportunity.
6. Your local suffragan bishop will be in touch with you to arrange an exit interview.

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