
Date

Bishop Robert F. Humphrey
Virginia Synod, ELCA
P.O. Box 70
Salem, VA 24153

Dear Bishop Humphrey and Members of the VA Synod Council:

By this letter, I hereby request that as of _____ (date), you **change my status** on the ELCA Roster to **Retired**.

I understand that Retired roster status is discretionary and is granted by the Synod Council upon endorsement by the synod bishop. **I understand that it is my responsibility to request a change in status to Retired within 45 days of the termination of my most recent call or On Leave from Call or Disability status, and that, if I do not request and receive a change to Retired status, then I am no longer on the ELCA roster.**

I understand that, at the time of retirement, a Minister of Word and Sacrament is no longer pastor of a congregation and therefore must discontinue the functions of the pastoral office in any congregation previously served unless specifically authorized to do so. As a Minister of Word and Sacrament, I respect the integrity of the ministry of congregation(s) which I no longer serve as well as the authority of the current pastor(s) of such congregations. I further understand that I continue to live in partnership with the Virginia Synod, ELCA: the bishop's office shall provide pastoral care for me and I shall remain accountable to the bishop of the Virginia Synod.

Wishing still to serve on occasion in a public way (e.g. as a supply pastor, visitation pastor, Bible Study leader, assisting minister, etc.) in the life of the Church, I continue in my promise to abide by my ordination/consecration vows, to live in full accord with the conduct of rostered ministers as outlined in *Vision and Expectations*, and to remain current in my boundary training and certification. In whatever congregation that I join or visit, I also give assurance that I will respect, guard, and support the authority of the pastor(s)/deacon(s) under call by that congregation.

Faithfully yours,

Signature

Printed information:

Name

Street Address

City, State, Zip

Please complete your request including all of the above information, in addition to any personal statements or messages you wish to include. Please email your request to both Rebecca Walls at walls@vasynod.org and Lenae Osmondson at osmondson@vasynod.org. You may also mail your request to the Office of the Bishop at P.O. Box 70, Salem VA 24153.