

This form is to be completed by a minister when giving notice of retirement.

Please consult your Congregation/Agency, Presbytery and Synod office before completing and submitting this form. The minister must send the form to the Presbytery PRC. Once all sections have been completed, please send to placements@ucaqld.com.au.

Complete Supply Ministry Availability form to give notice of your availability as a Supply Minister.

Section 1 General information to be completed by Minister

Minister's name

Current address

Postcode

Home Phone

Mobile

Email

Current Placement

Appointing Body/Congregation

Retirement details *For accounting purposes, it is important to inform Synod of your leave arrangements*

Accrued leave entitlements

Taking annual leave before retiring Yes No

From To

Taking long service leave (submit long service leave application form as per [E/8.6.1 Ministry Agent Leave procedure](#) - any remaining long service leave as at the retirement date will be paid as a lump sum payment and taxed as per ATO requirements) Yes No

From To

Last date of ministry work (prior to leave)

Retirement date (usually end of month of final stipend payment)

Removal information Required Not required Preferred date

New address

Postcode

Retirement Presbytery (ask for transfer if changing presbyteries)

Any other information

Minister's signature

Date

Section 2a) Presbytery record

Presbytery of

Date of meeting

Authorising name

Signed

Section 2b) Synod body

Authorising name

Date of decision

Name

Signed

Section 3 Presbytery record

Presbytery of

Date of recording

PRC Name

Signed

Section 4 Placements committee record

Meeting date

Signed by
Placements
Committee
Secretary