



This form can be completed by a Pastor when giving notice of retirement from paid work.

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

Section 1 General information to be completed by Pastor

Name	<input type="text"/>		
Current address	<input type="text"/>	Postcode	<input type="text"/>
Home Phone	<input type="text"/>		
Mobile	<input type="text"/>		
Email	<input type="text"/>		
Current Placement	<input type="text"/>		
Appointing Body/Congregation	<input type="text"/>		

Taking long service leave Yes No

(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)

Last date of ministry work (prior to any LSL leave)

Pastor's signature

Date

Section 2a) Presbytery record

Presbytery of

Date of recording

PRC Name

Signed

Section 2b) Placements committee record

Date

Signed by
Placements
Committee
Secretary