

Retirement Request and Information Form

In order to be granted retirement status on the roster, please submit your request to the Bishop (e.g. "I am requesting to be added to the retirement roster of the North/West Lower Michigan Synod of the ELCA as of (date.)") and provide the information below.

**Mail to North/West Lower Michigan Synod, 2900 N. Waverly Rd., Lansing, MI 48906
Or email annstavros@mittensynod.org 517-321-5066**

FULL NAME:
Position retiring from (Pastor, etc.):
Full time _____ or Part Time _____
Last date of work:
Retiring from Congregation/Organization (name and city):
New Address (if moving):
New City, State, Zip:
Home Phone:
Home E-Mail:
Cell Phone:
Have you notified Portico? YES ___ NO ___ Not required (not a member): _____
Marital Status: Single ___ Married ___ Spouse's Name: _____
Would you like to be listed on the Supply Pastor list? Yes ___ No ___ If so, please indicate any restrictions, such as available seasons or geographic boundaries.
List any other updates to contact information, or other relevant information below:
Have you completed the Certification of Completion of Financial Records for your former congregation? Yes ___ No ___
If not previously provided, please send a copy for the synod files.