

Sample Letter Announcing Resignation or Retirement

Date _____

Dear Friends,

Introduction

This letter is to inform each of you that last evening, I submitted my resignation and announced my retirement as the Senior Minister of First Christian Church, effective _____.

On _____, I will have served as your minister for _____ years. In those _____ years we have accomplished much together.

List major accomplishments of the congregation during the minister's tenure.

On a personal note, I would like to thank the congregation for

Note areas in which the congregation cared for the minister (and family), provided opportunities for personal/vocational growth, empowered the minister to serve the church regionally, nationally or ecumenically; to volunteer for causes such as Boy or Girl Scouts, Habitat for Humanity, CROP, etc.

Closing

In the next _____ months that lie before us, I am not planning to sit idle. There are still a few things I would like us to accomplish together. However, these next months will go very quickly. In that time, I ask for your prayers as I begin a new phase in my life.

Please read the enclosed copy of the Ministerial Code of Ethics. It is my intention to support my successor. When my time comes to bid you farewell, I ask that you refrain from asking me to do anything that would break the ethical relationship by which I have attempted to guide my life, as your minister and in my relationships with other ministers.

Our relationship after _____ will be different. I will no longer be your minister but I will become your friend. As I have told others in places where I have served previously, I can no longer officiate at your weddings, funerals, baptisms, etc. But I can be your guest; I can be a pall-bearer; I can be your friend.

(something similar to the following paragraph may be used if the minister will continue living in the same community and has sought the wisdom of their regional minister on such matters.)

(Name of partner/spouse/family member) _____ and I are planning to continue living in _____. We are remaining here in order to be close to our family. Following a time of absence in order to give my successor time to become established, it is my hope that I will become an active member of First Christian Church. I am going to follow the Ministerial Code of Ethics and work to ensure the success of my successor. Please help me fulfill that promise.

It has been a joy to serve as your pastor these past _____ years.

In God's grace,

(minister's name)