



## Request for Superannuation

### African Methodist Episcopal Church – Eighth Episcopal District

This section is adopted pursuant to *The Doctrine and Discipline of the African Methodist Episcopal Church (2021), Fifty-First Edition*, p. 253, and governs mandatory and voluntary retirement (superannuation) of itinerant ministers.

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#### A. Mandatory Retirement

An itinerant minister must be relieved from traveling and **shall not receive an appointment as a Presiding Elder or Pastor upon reaching the age of seventy-five (75) years**, by action of his or her Annual Conference.

No itinerant minister may receive a pastoral or presiding elder appointment beyond his or her seventy-fifth (75th) birthday.

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#### B. Voluntary Retirement (Superannuation)

1. An itinerant minister who desires to retire prior to reaching seventy-five (75) years of age must submit a **written request for retirement**.
2. The request shall be submitted to the **Office of the Bishop** for presentation to the Annual Conference.
3. **Only itinerant elders or deacons in full connection** are eligible to request voluntary retirement.
4. Upon approval by the Annual Conference:
  - o The retired minister shall remain a member of a **Quarterly Conference**;
  - o Retired ministers are encouraged to continue preaching; and
  - o Retired ministers may assist in their local church and serve in other capacities, as requested by the **Bishop, Presiding Elder, or Local Pastor**.

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#### C. Required Written Request

1. **No request for retirement (superannuation) shall be considered unless it is submitted in writing.**
2. Verbal requests, informal communications, or third-party submissions shall not be accepted.
3. All written requests must be addressed to the **Office of the Bishop**.

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## D. Timing of Submission

1. Requests for retirement should be received at least thirty (30) days prior to the opening of the Annual Conference.
2. Requests must be received no later than the opening day of the Annual Conference in order to be considered by the Ministerial Efficiency Committee.
3. Requests received after the opening day of the Annual Conference shall be deferred to the following Annual Conference year.

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## E. Content of Retirement Request

Each written request for retirement (mandatory acknowledgment or voluntary request) must include:

1. A formal request for retirement (superannuation);
2. Confirmation that the minister is an itinerant elder or deacon in good standing;
3. The Annual Conference year for which retirement is requested;
4. Years of itinerant service, if known;
5. Acknowledgment that retirement is granted only by action of the Annual Conference; and
6. A written certification that the minister has **no outstanding indebtedness** to:
  - o Any local church;
  - o Any Presiding Elder District;
  - o Any Annual Conference;
  - o The Episcopal District; or
  - o Any connectional department or entity of the African Methodist Episcopal Church.

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## F. Ministerial Efficiency Committee Review

1. The **Ministerial Efficiency Committee** shall review all timely and properly submitted requests to determine eligibility for superannuation under the Doctrine and Discipline.
2. The Committee shall verify standing in the itinerant ministry and review the certification of no indebtedness.
3. The Committee shall make a **formal recommendation to the Annual Conference**.
4. Review by the Ministerial Efficiency Committee does not constitute approval.

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## G. Annual Conference Action

1. Retirement (superannuation), whether mandatory or voluntary, is granted **only once per year**, by vote of the Annual Conference, at the seat of the Annual Conference.
2. No retirement status is effective unless and until approved by the Annual Conference.

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## **H. Retirement Verification Letter**

Upon approval of retirement, the Annual Conference shall issue to the retired minister a **Retirement Verification Letter** stating that:

- The minister has been properly retired by action of the Annual Conference; and
- The minister's name shall remain on the **Retired Roll of the Annual Conference**, in accordance with the Discipline.

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## **I. Post-Approval Processing**

1. **Only after Annual Conference approval** shall the Bishop's Office forward the retiree's information to the **Department of Retirement Services**.
2. Ministers shall not independently contact the Department of Retirement Services prior to Annual Conference approval.
3. Retirees shall receive guidance regarding benefits, credentials, and expectations for service as a superannuated minister.

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## **J. Authority**

This policy is administered under the authority of the Bishop and the Annual Conference and shall be interpreted consistently with the Doctrine and Discipline of the African Methodist Episcopal Church.

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## APPENDIX A

### Template: Request for Retirement (Superannuation)

*(To be submitted in writing to the Office of the Bishop)*

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The Right Reverend Erika D. Crawford  
8<sup>th</sup> District Headquarters  
5450 Executive Place  
Jackson, MS 39206

Dear Bishop Crawford,

I respectfully submit this **written request** for retirement (superannuation) from the itinerant ministry of the African Methodist Episcopal Church, in accordance with the Doctrine and Discipline of the A.M.E. Church.

I affirm that I am an itinerant preacher in good standing. I understand that no request for superannuation will be considered unless it is submitted in writing and received by the Bishop's Office. I further understand that requests should be received at least thirty (30) days prior to the opening of the Annual Conference and must be received no later than the opening day of the Annual Conference in order to be considered by the Ministerial Efficiency Committee.

I acknowledge that the Ministerial Efficiency Committee will review my request to determine eligibility for superannuation and will make a recommendation to the Annual Conference. I further acknowledge that retirement is granted only once per year, by action of the Annual Conference at the seat of the Conference, and that this request is not effective unless and until such action is taken.

I hereby certify that I have **no outstanding indebtedness** to any local church, Presiding Elder District, Annual Conference, Episcopal District, or any connectional department or entity of the African Methodist Episcopal Church.

Upon approval of my request, I understand that my information will be forwarded by the Bishop's Office to the Department of Retirement Services for appropriate processing, and that no action with the Department occurs prior to Annual Conference approval.

I am grateful for the privilege of serving the African Methodist Episcopal Church in the itinerant ministry and remain willing to support the work of the Church in a superannuated capacity, as health and ability permit.

Respectfully submitted,

Name  
Itinerant Elder/Deacon