

Sample Letter to Congregation from Retiring/Resigning Priest

Dear members of St. XX:

As you might imagine, I approach my retirement date with mixed feelings. I look forward to traveling and to attending church services with my children and grandchildren occasionally, to being away from some of the time and emotional pressures, but I will miss being a part of this parish.

When I retire, I will have terminated my priestly, pastoral, and administrative responsibilities in this fine parish. You and I both will need some time for us to get used to this idea, and to allow the interim rector and the new rector an opportunity to get “settled in” without interference from me.

The fact that XX and I will continue to live in XX will make this goal more difficult, and I will need your support.

With the agreement and support of our vestry, and effective April 1, 2020, I will abide by the following statements, which represent standard procedure when a rector leaves a parish:

I will remove all of my books, vestments, and other personal possessions from the parish. I will turn over to the wardens all keys and funds presently in my control.

I will not serve as a counselor to members of the parish, nor will I listen to or comment on the activities of past, current, or future parish clergy.

I will not be available to officiate at weddings, baptisms, funeral, or other parish services except by invitation of the interim rector or new rector, and then only for weighty cause.

It is my expectation that I will not attend any parish social activities until a new rector has been in office for a year.

XX and I will be worshipping with other congregations for awhile, but we both will be looking forward to the time when we may once again join you in worship and fellowship.

Faithfully yours,
(The Rev.) XX