

**Suggested Procedure for Persons
Seeking The >RETIRED@ Relationship
In The Texas Annual Conference**

1. Talk with your District Superintendent in terms of retirement plans.
2. Write a letter to the Bishop making a **request for retirement status at lease one hundred and twenty days** prior to the conference session on which retirement is to be effective.
3. Send a copy of the Aletter to the Bishop@ to:
 - A. Your District Superintendent (Cabinet).
 - B. The Chairperson of the Conference Relations Committee of the Board of Ordained Ministry:
The Reverend Shirley Allen-Jenkins, 2418 McGowen, Houston, TX 77004
 - C. The Director of Pensions:
The Reverend B. T. Williamson, 5215 Main Street, Houston, TX 77002
4. Read &359 completely.

For guidance and classification of your retirement request, the guidelines of the *Book of Discipline* (&359 and &1506-1509) are the procedures followed by the Conference Board of Ordained Ministry and the Conference Board of Pensions.