

DOCUMENTS REQUIRED FOR RETIREMENT

(Minister's Retirement Plan)

1. LETTER OF INTENT TO RETIRE (Retiree)

- a.) Full name of the present church pastoring/last church being pastored.
- b.) History of all ministry/pastoring involvement please include the corresponding years and places.
- c.) Include the reason for your retirement.
- d.) Letter of Endorsement from the Division Superintendent address to the District Supervisor.

2. SUPERVISOR'S ENDORSEMENT LETTER

- a.) The District Supervisor will make a proper endorsement letter to the National Office address to;

Church of the Foursquare Gospel in the Philippines
NATIONAL OFFICE
MINISTERS' BENEFITS PROGRAM
c/o Danilo M. Rusco
In-Charge

- b.) The content of Endorsement Letter must include, the total number of years in the ministry of the retiree. To avail his/her gratuity a minimum of **10 consecutive years with issued credential**, meaning continuous uninterrupted ministry within 10 years.

BENEFIT FOR AGED MINISTERS

- 1.) In the occurrence of **Medical/Hospitalization** of our aged Ministers, a letter of Request be made by the District Supervisor with proper endorsement of the Division Superintendent to the District Supervisor. The letter shall be addressed to the **MINISTERS' BENEFITS PROGRAM** as funds are available.
(Subject for approval of the President)
- 2.) In case of Aged Minister's death, a letter of the immediate family member be submitted to the District Office informing the death of a certain aged minister together with an attached Certified True Copy of the Death Certificate and the District Supervisor's endorsement letter addressed to the **MINISTERS' BENEFITS PROGRAM** in National Office.
(Subject to the approval of the President)