

## Retirement Notification – *if you are planning on retiring...*

Requests for retirement shall be stated in writing to the bishop with copies sent to your District Superintendent and the Board of Ordained Ministry Conference Relations Committee, **preferably by December 1 for a July 1 retirement.**

For a retirement date other than July 1, the request should be made 2-3 months before the effective date, so that your request can be acted upon in a timely manner.

### Signed letter addressed to:

- Bishop LaTrelle Easterling  
Resident Bishop  
Baltimore-Washington Conference  
11711 East Market Place  
Fulton, MD 20759

### Copies sent to:

- District Superintendent
- Rev. Kirkland Reynolds  
Boom CRC Chair  
10009 Dallas Avenue  
Silver Spring, MD 20901