PREPARING FOR THE
THIRD AGE OF LIFE

The following information is offered for the general consideration and use of archdioceses and
dioceses interested in enhancing the information provided to their priests as they contemplate
and prepare for retirement.

Each section of this Manual must be carefully reviewed and then, as needed, altered to
reflect the policies and procedures that guide each archdioceses’ or dioceses’ pension
plan and related retirement benefit programs available to qualifying priests.

Prior to releasing or using a Manual intended to reflect an archdioceses’ or dioceses’ own
pension plan and related retirement benefit programs, it is strongly recommended that the
advice and guidance of a qualified financial and retirement benefits advisor familiar with the
U.S. Catholic Church be sought.

I.

INTRODUCTION

"Grow old along with me! The best is yet to be, the last of life, for which the first was made..."
(Robert Browning)

Ready or not, sometime after the age of 70, most workers leave the job they planned
for and pursued for a great portion of their lives. Although retirement is viewed by each
person as an individual experience, it is actually a part of living in which all persons, in some
way, share common problems and pleasures.

This pre-retirement manual has been prepared to help priests of the Diocese of
______________ plan and get ready for the “third age” years so they can live them in a
fulfilling and joyous way.
Every priest is strongly encouraged to make appropriate long-range plans for when he resigns from the ecclesiastical office, commonly referred to as "retirement." These plans should include at what age he prefers to offer his resignation, where he wishes to reside, how he wishes to continue to exercise his priestly ministry, and other practical matters (e.g., health, finances, etc.).

Every priest is encouraged to remain active in his priestly ministry to the extent that he is willing and able. By lawful custom in the Diocese of __________, all priests will offer their resignation from ecclesiastical office at age 70. All priests must offer their resignation from any ecclesiastical office no later than age 75 (c. 538 §3). At the time of resignation, the bishop will decide whether to accept the resignation or defer it for a time.

Upon a priest's 69th birthday, he (unless already retired) is to request an appointment with the Bishop to discuss the priest's willingness and ability to continue in his present ministry, preparation for retirement, possible housing options, health status, financial situation, needs of the local church, possible areas of service, and the Bishop’s wishes for the priest.

A priest is eligible for retirement when he reaches age 70, or in the following situations given the Bishop’s approval:

1. When a priest becomes disabled before age 70 and is eligible for Social Security disability benefits and possibly additional benefits as approved by the Bishop.
2. When other circumstances do not allow a priest to fulfill his duties as deemed by the Bishop. All retirement benefits may or may not be available and will be determined on a case by case basis.

If a priest desires to continue in ministry after age 70, he may request this and the decision will be made by the Bishop. A priest continuing in ministry must meet with the Bishop once a year regarding his continuation in ministry.

When Do I Begin Planning for My Retirement?

Due to advancements in medicine, more and more people are living longer. The 2000 census found that there are more than 50,000 people in our country who have attained the age of 100 years. The life expectancy of the ordinary male and female in this country is rising. This means that many of us may spend 25% or more of our lives in the "third age."

Throughout our ministry we encourage people to prepare for the mental and physical adjustments that may be encountered in their lives. All of us acknowledge the need to prepare for those adjustments which will be necessary at the time of our retirement — a time which could possibly involve 25 to 30% of our life.
All of us have a tendency to say, “Someday, I will have to begin planning for my retirement.” How much time do you think you should spend planning for your retirement? Have you determined when you are going to plan for your retirement?

Do not delay in planning for your retirement. Whether you are 25 or 60 years of age the time to begin planning is now. Preparing for retirement is like building a house. It is a step-by-step process. It is a process that must be guided by certain principles and priorities.

Those having experience in this area suggest the following major steps be considered when a person prepares for retirement:

a. The gathering of needed information on finances, use of leisure time, personal adjustments, physical fitness and health, and housing.

b. Seek professional guidance in regard to those subjects that you lack expertise in, whether these are financial, medical, or psychological.

c. Establish definite but realistic goals for you to achieve in retirement.

d. Annually review and update your plans or when extenuating circumstances warrant a change.

Before you can make your plans for retirement a reality, you must look into the various aspects of retirement intelligently. By doing so, many of your daydreams about retirement could come true.

A Map for the Rest of Your Life

"With long life I will satisfy him and show him my salvation." (Psalm 91:16)

Retirement is a journey through the rest of your earthly life. When you set off on any journey, you plan, perhaps consult a map, talk with friends who have traveled the route, and decide what to take with you. Successful retirement results when you plan, get information, make decisions, and prepare what you will take with you. The earlier you begin planning and preparing, the more enjoyable the journey will be.
Retirement is in itself a career—a golden career. It is the precious gift of time that God grants to you. Time to meet new friends, time to cherish old friends, time to get involved in new activities, time to learn new things, time to be of service to others, and time to think and create.

Decisions about retirement living should be well thought out while there is still time to make adjustments to accommodate financial resource needs, learn new skills, reinforce and develop good health and wellness habits, and explore a wide range of housing possibilities.

Developing, organizing, and updating your retirement plan and "keeping a positive attitude" are important ingredients for retirement preparation.

II.

SPIRITUALITY DURING RETIREMENT:
A CROWN OF GLORY

In the powerful document on the Church (Lumen Gentium), the fathers of Vatican II wrote a chapter entitled, "The Call of the Whole Church to Holiness." One significant passage summarizes their thought:

"In the various types and duties of life, one and the same holiness is cultivated by all who are moved by the Spirit of God, and who obey the voice of the Father, worshipping God the Father in spirit and truth. These souls follow the poor Christ, the humble and cross bearing Christ, in order to be made worthy of being partakers in His glory. Every person should walk unhesitatingly according to his own personal gifts and duties in the path of a living faith which arouses hope and works through charity." (#41)

As priests we exercise various gifts and fulfill specific duties. Our challenge from early days of formation through retirement is to constantly hear the voice of our God and respond to it. Retirement offers special opportunities and provides unique circumstances in which that challenge of living united with God finds expression.

The following article sketches out some general principles of the spiritual life and then applies them to priests who are retired.
The Spiritual Life Involves Prayer, Asceticism and Ministry

Our spiritual life is essential relational. Through prayer we nurture and deepen our relationship with God by listening to his word and responding to it with courage and generosity. Through asceticism we seek an interior freedom that allows us to truly be for others and to be open to God's will. Through ministry we reach out to the needs of our sisters and brothers, using the gifts God has given us for their well being. All three relationships define our spiritual journey and recognition of their inter-dependence is important. What happens in any one areas of our spiritual life, e.g., prayer, radically influences the other areas of asceticism and ministry.

For many retired priests, though not for all, the ministerial role is somewhat reduced. Lacking full health or the necessary energies, the retired priest no longer carries a full ministerial load. Hence the other areas of the spiritual life deepen the possibility for growth. More time is available for prayer and quiet reflection; more occasions arise when the retired priest, experiencing the pains of aging, participates more deeply in Christ's paschal mystery. These deepened "ministries" enrich the life of the Church in profound and subtle ways.

A Primary Goal of the Spiritual Life is to Nurture a Courageous, Discerning Heart

St. Paul writes to his people that they are "to do the truth in love." Well might this be the motto for everyone's spiritual journey. Doing implies the presence and practice of courage; truth means that God's will is discovered through discernment; love provides the climate and motivation for living our life with Christ. A courageous discerning heart makes us sensitive to the movements of God in our daily life and brings about an appropriate response. Thus, is the kingdom of God built up in our times.

Retirement years offer an opportunity for growth in each of these areas:

• The courage to face the limitation of poor health
• The discernment to know the truth of the gospel and to share our wisdom with those less experienced
• The mellowing heart which fosters tenderness and a gentle environment.

No one can measure the effect this has on the diocese when its retired priests are courageous, discerning and loving.
The Spiritual Life is a Call to Participate as Fully as Possible in the Life of Jesus—in His Paschal Mystery

Through baptism we are caught up into the life, death and resurrection of Jesus. Through ordination to the priesthood we participate in the celebration of the sacraments through which God's self-giving becomes accessible to the believing community. Our spiritual lives as priests, whether active or retired, are essentially sacramental. The sacraments instruct us in the mysteries of our faith, express our worship of the Father, manifest our unity as church, and are signs of Christ's presence. Priestly spirituality and our sacramental life are inseparable.

The Eucharist, so central to one's active ministry, is also central in retirement years. Coming to the altar, we hear the word of God and celebrate the sacred mysteries. In the Eucharist we are called, gifted, broken and given for the life of the Church. The retired priests bring to the altar years of experience—joys and sorrows, successes and failures, moments of grace, and moments of sin. Here the whole Christ is gathered and, though retirement may well embrace a sense of isolation, the Eucharist celebrated in faith connects us with all nations, with all ages. A cosmic and full spirituality is available at the altar of the Lord.

The Authenticity of our Spiritual Lives is Tested by Fraternal Charity

In the letter to the Galatians we are given a galaxy of signs indicating the presence of the Spirit of God:

- Love, joy, peace
- Patience, goodness, kindness
- Trustworthiness, gentleness, self-control

This indicates that our spiritual lives are extremely practical and our life in God shows in our daily actions. Spirituality mandates that we incarnate God's love and forgiveness in our times. When this happens people experience God's presence in powerful and new ways.

No one retires from this call of being a person who enfleshes God's love. The basic command pursues us in every phase of our lives. Many priests in retirement continue to manifest fraternal charity in gracious visits of fellow priests and former parishioners through letter writing and by means of phone calls. Through these and many other channels, retired priests continue the mission and ministry of Jesus by being for and with others. Jesus’ question of Peter seeks an affirmative answer, "Do you love me?" "...Then feed and care for my sheep."

The Spiritual Life is Grounded in the Beautiful Grace of Hospitality

In St. John’s Gospel, Jesus tells us that he and the Father will come and make their home within our hearts if we truly have love. The occupancy of the Trinity within our lives is the core of our spirituality. Theologically we call this uncreated grace—God's self-
giving of Himself to us. Faith allows us to experience this fact. Reverence and awe provide the atmosphere of deep appreciation. Hospitality is the condition under which a graced existence is lived.

Retirement can result in great loneliness for some priests. They are thus challenged to an awareness of and insensitivity to the mystery of divine indwelling. A constant companionship is offered for those who are vigilant. The New England poet Emily Dickinson once wrote:

"The soul that hath a guest
Doth seldom go abroad
Diviner crowd at home
Obliterate the need.

And courtesy forbid
A host's departure when
Upon himself be visiting
The Emperor of Men."

**Conclusion**

There are many different paths to the Lord. Certainly our priestly spirituality embraces prayer, asceticism, service, sacraments, discernment, love and hospitality. How these are expressed will depend very much upon the uniqueness of our personalities and the circumstances of our lives, but expressed they must be.

The goal of the spiritual life, regardless of the season, is union — oneness with our God and with his creation. The spiritual disciplines provide the framework and structure by which that union might be better facilitated. Although all this demands decisiveness and effort on our part, we come — reluctantly it seems — to recognize that all is grace. It is the working of the spirit that enables us to both hear and respond to God's will.

"Nothing endures but change." (Plato)

Throughout your life, you have met and coped with both large and small changes. You grew, left home, moved from parish to parish, saw loved ones die and a new generation born. Retirement is yet another change. Be cheered that you share this change with older people throughout the whole, wide world.

Continue to use this manual to help you plan, as a reminder of things you intended or wanted to do, and as a link to other retired folks. In completing this manual and the exercises in it, you will have done some planning, know what you have to work with, and, perhaps, changed some habits and made some new friends.
Our lives need not be filled with multiple stimuli. Retirement provides an opportunity to exercise a constant and unique hospitality to the Lord. Retirement’s poverty and emptiness paradoxically can mean great wealth and fullness.

III.

SUMMARY OF DIOCESAN PENSION PLAN

If your diocese has developed a written policy statement or summary plan that guides pension and related pension benefits for retired priests it should be included in this section of this Manual. For example:

Planning

Every priest is encouraged to remain active in his priestly ministry to the extent that he is willing and able. By lawful custom in the Diocese of __________, all priests will offer their resignation from ecclesiastical office at age 70. All priests must offer their resignation from any ecclesiastical office no later than age 75 (c. 538 §3). At the time of resignation, the bishop is to decide whether to accept the resignation or defer it for a time.

Every priest is encouraged to make appropriate long-range plans for when he resigns from ecclesiastical office, commonly referred to as “retirement.” These plans should include at what age he prefers to offer his resignation, where he wishes to reside, how he wishes to continue to exercise his priestly ministry, and other practical matters (e.g., health, finances, etc.).

Benefits

A priest retiring at age 70 shall receive his retirement pension, plus Social Security, plus annuity (amounts contributed toward retirement which have been made by the individual priest through the Prudential Variable Annuity Investment Program, 1998-2001, and contributions made in the name of the priest to their personal account in the Diocesan Employee Retirement Fund- 401K, beginning in 2001).

In order to take into account the employer provided portion of the annuity, contributions to the retirement plan which priests have received since July 2001, there is a gradual (1% per year) reduction in the pension received. Those retiring in 2008, their retirement pension will be 87% of their salary when active. Those retiring in 2009 will receive 86%; those retiring in 2010 will receive 85%. (This formula should be re-evaluated every three years.)
**Priests who receive a separate pension** due to his work for an employer other than the Corporate Sole shall receive Social Security, plus annuity, plus pension from the outside employer, plus a pension from the archdiocese. The pension from the archdiocese will be based on the years of service to the archdiocese. The benefit from the archdiocese will be calculated as follows:

1. Number of year’s service to the archdiocese.
2. Number of year’s service as a priest at time of retirement (age 70).
3. Number one divided by number two equals percent.
4. Percent (from number three) times pay at the time of retirement.

**A priest who takes early retirement** (less than 70 years old unless medically disabled) shall receive annuity payment, plus any Social Security payments that may be due, plus retirement salary for years ordained less 3% each year for the first five years and less 4% for years over five years of early retirement.

A priest may draw reduced Social Security at age 62. Based on the average life expectancy tables, he would have to live beyond age 83 in order to lose economically by taking the early reduced benefits. However, until age 70, earned income in excess of an annual limit may cause a forfeiture of all or part of the Social Security payments received. Retirement pay is not counted as earned income for this purpose. A priest should seek professional advice when considering Social Security benefits.

A retired priest is encouraged to provide "extra help" throughout the archdiocese for which he will be compensated according to the supply help scale.

The archdiocese pays for retired priests' retreats and continuing education.

**Un-assignables, Incarcerated Status**

For those un-assignable or permanently removed from ministry due to substantiated accusations of sexual abuse and/or are incarcerated, compensation will be determined by the Ordinary in consultation with the College of Consultants.

**Retired Priests Who Are Administrators**
Retired priests, who become Administrators of a parish, shall be compensated for business or work-related mileage incurred in their ministry. Also, they shall be given a housing allowance if required.

Since retired priests are already being paid a pension, the salary of that priest should be payable to the Chancery by the parish. If a retired priest is assigned to a parish for a year or more, then applicable benefits should also be paid to the Chancery such as yearly retreat and continuing education. All financial arrangements are subject to the approval of the Archbishop.

Clerical Aid

Clerical Aid funding is not unlimited. Priests are to contact the Ordinary or the Clergy Personnel Office to set in motion any requests for financial assistance for extraordinary medical expenses. Maximum funding under the Clerical Aid program is limited to $2,000 per year per applicant.

Life Insurance

Until retirement, every diocesan priest enrolled in the diocesan health insurance program will be covered by the life insurance policy offered by the diocese to all of its employees.

Retirement Benefits for Priests Who Have Left Active Ministry

The following are guidelines for determining the retirement benefits, if any, that a resigned priest may be entitled to:

A. A resigned priest may be eligible for a retirement benefit at age 70, the normal retirement age for priests. There are no provisions for a benefit before age 70.

B. To be eligible the minimum length of service before resignation is 15 years.

C. A lifetime monthly benefit commencing at age 70 will be calculated as follows:

\[ \text{Monthly Benefit at Age 70} = \text{Years of Service at Resignation} \times \frac{\text{Date/Age 70} - \text{Date of Ordination}}{\text{Month of Ordination}} \times \text{Monthly Salary at Time of Resignation} \]
**Example 1:**

- Birth Year: 1940
- Year Ordination: 1970
- Resignation: 1990
- Year Reach 70: 2010

Years Service at Resignation = 20
Year Reach Age 70 minus year at ordination = 40
\[
\frac{20}{40} = 50\%
\]

50% x (pay at resignation) $\text{xxx}/\text{mo} = \text{xxx} \text{ monthly benefit at age 70}

For years of service prior to 1968, one-half credit will be given for each year.

**Example 2:**

Date of Ordination
Date of Resignation

Years of service at resignation, 18 (only 1/2 credit for years 1964 through 1967.)

D. The benefit calculated in (C) cannot be taken in any other form but monthly payments, i.e., no lump sum.

E. The benefit does not have a survivor benefit.

F. A resigned priest will not be eligible for health insurance benefits.

G. To be eligible and receive benefits a resigned priest must apply to the Ordinary. Failure to apply will relieve the archdiocese of any obligation to the resigned priest for benefits under these guidelines.

H. Any money due through the Prudential Annuity Program is the responsibility of the resigned priest and should be handled directly with Prudential by the resigned priest.
IV.

DIOCESAN PENSION PLAN: FREQUENTLY ASKED QUESTIONS

*It is suggested that your diocese prepared short responses to questions frequently asked by priests preparing for retirement or those who have retired. For example:*

**Q1** When is the effective date of the Plan?  
**A1** The Plan is effective ________________.

**Q2** Who is eligible to join the Plan?  
**A2** You are eligible to join the Plan if you are a Priest incardinated in the Diocese of ________________.

**Q3.** Do I have to contribute to the Plan?  
**A3** An annual contribution from your source of income and the Diocese of ________________ will pay for the entire cost of the plan. There will be no contributions required of the Priests.

**Q4** What is the normal retirement age under the Plan?  
**A4** Normal retirement age under the Plan is age 65, in accordance with federal law. However, the retirement age in the Diocese of ________________ is 70. You may continue to earn additional retirement benefits when you work beyond age 65. There is no early retirement prior to age 65.

**Q5** What is my benefit if I work beyond age 65?  
**A5** Your benefit will be calculated to the date you actually retire. A maximum of __ years of service will be used to determine your benefit.

**Q6** What if I become disabled while still incardinated in the Diocese of ________________?  
**A6** If you are at least age 50 with 10 years of service and certified by the Social Security Administration as disabled, you may begin to receive monthly benefits. This benefit will be calculated to the last date you worked and will be actuarially reduced if you are under age 65.

**Q7** What will I receive in monthly retirement benefits?  
**A7** You will earn the following monthly dollar amounts per year of service:  
• One to 10 years: $___ per year
• 11 to 30 years: $___ per year
• 31 to 40 years: $___ per year

A maximum of 40 years of service will be used to determine your benefit. The maximum benefit is $____ per month. See examples on the next page.

Q8 What is a year of service?
A8 A year of service is a year in which you were incardinated in the Diocese of ____________ and:
   • Working as a Priest for the Diocese of ____________ for at least months
   or
   • Working as a Priest on an assignment approved by the Bishop of ____________ for at least 6 months and you or your ministry contributed a prescribed amount to the Plan.

Q9 How many years of service do I need to earn a benefit under the Plan?
A9 If you have at least _______ years of service you will earn a monthly benefit, payable at age 65, based on your years of service at the time you leave.

Q10 How long is my monthly benefit payable?
A10 Your monthly benefit will be payable for your lifetime.

Q11 Is there a cost of living adjustment for the Plan?
A11 Cost of living increases will not be automatic but discretionary as determined by the Bishop of ____________.

Q12 What if my monthly benefit amount is inadequate to take care of my needs due to fewer years of service in the Diocese of ____________?
A12 The Bishop of ____________ determines the minimum standard of compensation for a retired Priest in the Diocese. If the monthly benefit amount plus other sources of retirement income (e.g., a pension from another diocese or Social Security) do not meet this standard, a retired Priest can request subsidy via the Bishop of ____________
V.

KEY INSURANCE PROGRAMS

Medicare

Medicare is a federal medical care benefit that is available to most persons at age sixty-five. If you are covered by Social Security, you will automatically get hospital insurance under Part A of Medicare. If you are not covered by Social Security, you can buy Medicare hospital insurance by paying a monthly premium.

At age sixty-five, people generally are also eligible for Part B of Medicare, and this is the part that covers doctor's bills and some other medical expenses. The cost of Part B is deducted from your Social Security and is your expense. Applications should be made three months before the sixty-fifth birthday at a Social Security office.

At age sixty-five, people generally are also eligible for Part D of Medicare, and this is the part that covers prescription drugs. The cost of Part D is deducted from your Social Security and also is your expense. Applications should be made three months before the sixty-fifth birthday at a Social Security office.

Supplemental Health Insurance

Medicare is usually not adequate and does not cover many of the expenses that you may incur. It is wise, and even necessary, to obtain some form of supplemental or Medicare-replacement (Medicare Advantage) coverage. Prior to age 70, active priests are enrolled in the diocesan health insurance plan. This is the priests’ primary coverage. Part A and B of Medicare is secondary coverage.

When a priest retires at age 70 (or earlier) he is no longer eligible to participate in the diocesan health insurance plan, and at that time should enroll in a supplemental health plan. The premium for the supplemental plan is paid for by the archdiocese. Medicare and a good supplemental health policy are the only coverage that you will need.

Please contact the Office of Clergy Personnel for questions about Medicare or health insurance before making any changes.
Long-term Care Insurance

Long-term care insurance (LTC) is an insurance product that helps provide for the cost of long-term care beyond a predetermined period of time. LTC generally covers care not covered by basic health insurance, Medicare, or Medicaid.

Individuals who require long-term care are generally not sick in the traditional sense, but instead, are unable to perform the basic activities of daily living such as dressing, bathing, eating, toileting, getting in and out of bed or a chair, and walking.

Age is not a determining factor in needing long-term care. About 60 percent of individuals over age 65 will require at least some type of long-term care services during their lifetime. About 40% of those receiving long-term care today are between 18 and 64. Once a change in health status occurs long-term care insurance may not be available.

The diocese does not provide long-term care insurance at this time for its priests. Nevertheless, we encourage our priests, while they are still active in ministry, to contact a licensed insurance agent to explore the possibility of personally purchasing this type of coverage.

VI.

HOUSING AND LIVING OPTIONS

Diocesan Policy - Living Options:

A. A retired priest may wish to live in a rectory. If he chooses this arrangement, the parish is responsible for his room and board in exchange for the services he performs at the parish. A copy of any written agreement must be forwarded to the Ordinary and Director of Clergy Personnel.

B. A retired priest may wish to live in an apartment or house or he may wish to rent housing provided by the diocese.
Disability

Disability status may affect eligibility for housing benefits. Disability resulting in a priest’s inability to carry out his regular duties shall make the priest eligible for retirement benefits. These benefits begin one month after the determination of disability. For the first month, the parish or institution is to continue his salary as sick pay. If a priest, due to medical reasons, must expend sums of money beyond his resources, the sharing of costs between the archdiocese and the priest will have to be worked out on a case-by-case basis with the Ordinary.

The diocese is prepared to advance to him each month sufficient funds to pay the remainder of his obligations. After his death a statement will be presented to the Executor who will restore this amount to the Archdiocesan Priests’ Retirement Fund. The family of the priest will not be expected to pay the bill.

A medical examination may be required in individual cases when disability or potential disability is involved.

If a residence in a nursing home is required, the priest will pay nursing home costs from his income (as distinguished from his savings), i.e. from retirement checks, Social Security, annuity and other sources. If that income is insufficient, he may draw upon his capital assets. If he prefers, the diocese will provide additional funds with the understanding that the diocese may, in justice, make a claim against his estate for repayment of the additional outlays.
APPENDIX A:
TOOLS TO HELP YOU PLAN FOR AND ENJOY RETIREMENT

Your "Knapsack of Life"

You don't come to retirement empty handed. Your "knapsack of life" is filled with a wealth of experience, knowledge, friends, associates, family and inner strengths that you have gathered through the years. Taking inventory of these resources will help you approach retirement with a sense of security and enthusiasm.

Are You Ready?

In the table below, check the column that most closely describes your feelings regarding retirement as you think about it today:

<table>
<thead>
<tr>
<th>WHEN I RETIRE, I WILL:</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Need extra income</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Need a place and way to make friends</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Need a way to feel useful/important</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Need something to fill my days</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Need a pleasant place to live</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Need better health habits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Need to learn to enjoy leisure time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Need to learn recreation activities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Need to learn to organize my day differently</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Need to understand consumer and legal issues</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The areas in which you checked "Yes" will require the most thoughtful planning and preparation.
"Know Thyself" (Plutarch)

Throughout this manual you will find checklists and other written exercises to help you examine your needs and wishes in order to plan in a meaningful way. At first it will seem like playing games, but it is important that you complete all of the activities and written exercises in this manual so you will have a complete picture of your retirement goals and plans. You may be pleasantly surprised to note the wealth of resources you will bring to your retirement.

**Inventory of Personal Records**

The following inventory of personal records is important to all parts of your retirement planning. You will find it useful in looking at what you have, determining what you may need, doing estate planning, and providing needed information to those who will be responsible for your affairs when you die or become unable to handle your own affairs.

Date the following Information is prepared __________________________ (date)

**MY WILL**

Original copy is located at ______________________________________________

Dated __________________________

Location of codicil ______________________________________________________

Dated __________________________

Attorney who prepared the will __________________________________________

Address ______________________________________________________________

Phone __________________________
PERSONAL FACTS

I was born in ______________________ (date)

My birth certificate is located ________________________________

(If a naturalized citizen) My U. S. Citizenship papers are located ______________________

The persons closest to me are (list names and addresses of the three persons most likely to be concerned about your needs and wishes):

1. (Name) ______________________________________________________
   Address ______________________________________________________
   Phone ______________________________________________________

2. (Name) ______________________________________________________
   Address ______________________________________________________
   Phone ______________________________________________________

3. (Name) ______________________________________________________
   Address ______________________________________________________
   Phone ______________________________________________________

MILITARY SERVICE

I served in the ______________________ from _________ to __________

Serial number ______________________________________________________

Discharge papers located _____________________________________________

Benefits that may be due me or my heirs are:

______________________________________________________________

______________________________________________________________

______________________________________________________________
SAFETY DEPOSIT BOX

I have a safety deposit box at ________________________________________________

Keys are located at _________________________________________________________

Persons have access to the safety deposit box:

__________________________________________________________________________

__________________________________________________________________________

FUNERAL ARRANGEMENTS

Important: The Diocese provides a form to help plan your funeral. Be sure to obtain this form, complete it thoroughly, and return it to the Chancery.

MY ASSIGNMENT

I am presently a priest at _____________________________________________________

Address ________________________________________________________________

Date of assignment _______________________________________________________

I am eligible under:

_____ A Pension Plan for the following benefits __________________________________

__________________________________________________________________________

_____ Social Security for the following benefits _________________________________

__________________________________________________________________________

_____ A Medical Benefits Plan for the following benefits _________________________

__________________________________________________________________________

_____ Group Life Insurance for the following benefits ____________________________

__________________________________________________________________________

My Social Security number is ________________________________________________

My Social Security Card is located at _________________________________________
I have participated in Social Security-covered employment since __________________________

MY ASSETS

Bank Accounts:
I have bank accounts at ________________________________
Indicate the kind of accounts ________________________________

Passbooks and checkbooks are located at ________________________________
I have stock and other security certificates located at ________________________________

Personally-owned life insurance:

Kind of Policy
1. ________________________________ 2. ________________________________

Insurance Company
1. ________________________________ 2. ________________________________

Location of Policy
1. ________________________________ 2. ________________________________

Annuities:

Kind of Annuity – (Be sure to note if tax-sheltered)
1. ________________________________ 2. ________________________________

Company
1. ________________________________ 2. ________________________________

Location of Document
1. ________________________________ 2. ________________________________
Real Estate:
Kind – (Be sure to note investment or rental)
1. ___________________________  2. ___________________________
1. ___________________________  2. ___________________________
Documents pertaining to real estate located at
______________________________________________________________

Personal Property:
Automobile certificate of title located at _____________________________________________
Complete list of household furnishings located at _____________________________________________
Other valuables such as coins, stamps, or collectibles located at _____________________________

MY LIABILITIES
Mortgage description and amount _____________________________
Installment loan and purpose _____________________________
Other loans _________________________________________________

PERSONAL ADVISORS

<table>
<thead>
<tr>
<th>Names and Addresses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal</td>
</tr>
<tr>
<td>Financial</td>
</tr>
<tr>
<td>Insurance</td>
</tr>
<tr>
<td>Executor</td>
</tr>
</tbody>
</table>
NOTE: You will want to update the above inventory at regular intervals before and after retirement. By completing it to reflect your present situation, you will be able to identify some potential financial issues that you should begin to deal with in order to be ready for retirement.

Talent and Skills Inventories

"'Tis God gives skill, but not without men's hands." (George Eliot)

The following skills inventory will help you identify and examine your experiences, knowledge, likes and dislikes around things to do or plan to do. It is important to concentrate on what you really like and to avoid, as much as possible, activities that you don’t like. Be very frank with yourself as you complete this inventory. Thinking about and acting on the results can be more important to your well-being after retirement than financial resources.

Things I Do Well (try to list at least six):
1. ______________________________________
2. ______________________________________
3. ______________________________________
4. ______________________________________
5. ______________________________________
6. ______________________________________

Things I Would Like to Learn to Do Better:
1. ______________________________________
2. ______________________________________
3. ______________________________________
4. ______________________________________
5. ______________________________________
6. ______________________________________

New Things I Would Like to Learn to Do:
1. ______________________________________
2. ______________________________________
3. ______________________________________
4. ______________________________________
Things I Dislike Doing:

1. ____________________________
2. ____________________________
3. ____________________________
4. ____________________________
5. ____________________________
6. ____________________________

WRITE A DESCRIPTION OF ONE VERY SPECIAL OR UNUSUAL THING YOU WOULD LIKE TO DO:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
KOINONIA – The closeness and self-giving of human relationship.

You bring to your retirement a goodly supply of friends, acquaintances, associates, and fellow human beings. These human resources are as important to your well being as enough money or good health. The human resource inventory below will help you examine this important retirement need and may suggest some actions you will want to take to improve and expand this resource.

Persons who are part of my life now and may be a resource in my retirement:

[Blank lines]

Kind of contact or relationship I have with these people:

[Blank lines]

“Make it thy business to know thyself, which is the most difficult lesson in the world.”
(Cervantes: Don Quixote)
Do you really know what you like to do? Can you list eight things that you know you enjoy doing? Do not list things that you think you should enjoy or that someone else has told you that you should enjoy.

1. ________________________________________________________________
2. ________________________________________________________________
3. ________________________________________________________________
4. ________________________________________________________________
5. ________________________________________________________________
6. ________________________________________________________________
7. ________________________________________________________________
8. ________________________________________________________________

I like to do things that:

_____ involve being with others          _____ involve competing
_____ can be done alone                 _____ require deep thinking
_____ require activity                  _____ require creating
_____ require special skill or talent   _____ involve communicating
_____ involve helping                   _____ involve physical senses
_____ involve leadership

After each item you have checked, place the number or numbers of enjoyable activities in the first list that relate to what you like to do. If some items have only one activity listed, or perhaps none, you may want to begin to explore possible activities to meet your need.
Finances: A Reliable Resource

It's O.K. to talk about finances, because it is not unusual to worry about having adequate money for retirement. Daily living requires a certain level of cash flow. Money is difficult to live without and often equally difficult to live with — to manage and control. No matter how much or how little you may have, it does not take care of itself. You need to control and care for it.

By realistically looking at the financial resources you now have and those you anticipate having upon retirement, you can begin to make those adjustments and interventions that can serve to make your retirement more comfortable.

Four Major Sources of Income

There are four major sources of retirement income:

1. Employment - income from full or part time work, use of talents or hobbies.
2. Pension Plans - provides monthly income, survivor's benefits and life insurance.
3. Social Security- provides retirement pension, Medicare insurance and survivor's insurance.
4. Personal savings and Investments- e.g., savings, bonds, stocks, mutual funds, real estate, precious metals, collectibles.

Most income resources will fall into one of these categories. Remember that whole life insurance can act as an adjunct to other pension monies, your real estate provides tax deductions, savings can provide ready cash, and other less tangible items can lend a sense of financial security. Your good stewardship over these resources makes them work for you.

It may seem difficult to anticipate financial needs and resources far in advance. However, if you look at the financial projections in terms of what you could purchase with today's dollar, you can make some fairly accurate predictions, regardless of fluctuating inflation rates. This is an area of planning that is extremely important to review and update on an annual basis.

IMPORTANT! When doing any calculations of cash for retirement use, be sure to use income after taxes. This is your actual cash flow and what you have to work with.
A Journey Through Your Finances

The following forms will help you take a look at your complete financial condition and direct your attention to changes and adjustments that you may want to begin immediately or at least plan for as you move toward retirement. There are daily living expenses that you may not have encountered previously, a variety of expenses that we all tend to forget to plan for and financial control habits that you may want to form.

To begin, complete the two budget forms on the following pages. Do one with your current expenses. Do the other with expenses you anticipate having after retirement. This is a good time to consult other retirees to see if they are including all necessary and wanted expenses. Consult professionals about housing costs, price appliances, watch grocery ads more closely, and generally check on the cost of needed items.
### CURRENT MONTHLY BUDGET

<table>
<thead>
<tr>
<th>ITEM</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income Tax</td>
<td>$</td>
</tr>
<tr>
<td>Social Security Tax</td>
<td></td>
</tr>
<tr>
<td>Clothing</td>
<td></td>
</tr>
<tr>
<td>Personal Care expenses</td>
<td></td>
</tr>
<tr>
<td>Medical and Dental expenses</td>
<td></td>
</tr>
<tr>
<td>Automobile expense</td>
<td></td>
</tr>
<tr>
<td>Installment Payments</td>
<td></td>
</tr>
<tr>
<td>Insurance Premiums</td>
<td></td>
</tr>
<tr>
<td>Public Transportation expense</td>
<td></td>
</tr>
<tr>
<td>Organizational Dues</td>
<td></td>
</tr>
<tr>
<td>Church, Charities, and Other Contributions</td>
<td></td>
</tr>
<tr>
<td>Recreation, Entertainment, Concerts, Travel, Vacations</td>
<td></td>
</tr>
<tr>
<td>Newspapers, Magazines, Books</td>
<td></td>
</tr>
<tr>
<td>Education expenses</td>
<td></td>
</tr>
<tr>
<td>Gifts to Relatives, Friends (Christmas, Birthday, etc.)</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$</strong></td>
</tr>
</tbody>
</table>

**NOTE:** If some of the expenses you list are paid less often than monthly, break them down into one-twelfth to estimate your monthly cash flow.
### ESTIMATED MONTHLY RETIREMENT BUDGET

<table>
<thead>
<tr>
<th>ITEM</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent or Mortgage Payment</td>
<td>$</td>
</tr>
<tr>
<td>Food, Household Supplies</td>
<td></td>
</tr>
<tr>
<td>Utilities (heat, light, water, telephone)</td>
<td></td>
</tr>
<tr>
<td>Home Maintenance and Repairs</td>
<td></td>
</tr>
<tr>
<td>Real Estate/Property Tax</td>
<td></td>
</tr>
<tr>
<td>Income Tax</td>
<td></td>
</tr>
<tr>
<td>Clothing</td>
<td></td>
</tr>
<tr>
<td>Personal Care expenses</td>
<td></td>
</tr>
<tr>
<td>Medical and Dental expenses</td>
<td></td>
</tr>
<tr>
<td>Automobile expense</td>
<td></td>
</tr>
<tr>
<td>Installment Payments</td>
<td></td>
</tr>
<tr>
<td>Insurance Premiums</td>
<td></td>
</tr>
<tr>
<td>Public Transportation expense</td>
<td></td>
</tr>
<tr>
<td>Organizational Dues</td>
<td></td>
</tr>
<tr>
<td>Church, Charity, and Other Contributions</td>
<td></td>
</tr>
<tr>
<td>Recreation, Entertainment, Concerts, Travel, Vacations</td>
<td></td>
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<tr>
<td>Newspapers, Magazines, Books</td>
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</tr>
<tr>
<td>Education expenses</td>
<td></td>
</tr>
<tr>
<td>Gifts to Relatives, Friends (Christmas, Birthday, etc.)</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$</strong></td>
</tr>
</tbody>
</table>

**NOTE:** If some of the expenses you list are paid less often than monthly, break them down into one-twelfth to estimate your monthly cash flow.
**PROJECTING YOUR ANNUAL RETIREMENT INCOME**

As you complete this exercise, jot in the margin next to the dollars you expect to have approximately what time of the year and how often payments from these resources will come to you. This will be necessary as you examine and plan for adequate cash flow to meet daily living expenses.

<table>
<thead>
<tr>
<th>SOURCES OF INCOME</th>
<th>$$$ YOU EXPECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Security</td>
<td></td>
</tr>
<tr>
<td>Archdiocesan Pension</td>
<td></td>
</tr>
<tr>
<td>Archdiocesan Annuity</td>
<td></td>
</tr>
<tr>
<td>Other Annuities and IRA's</td>
<td></td>
</tr>
<tr>
<td>Income from Insurance/Endowment Policies</td>
<td></td>
</tr>
<tr>
<td>Savings Account Interest</td>
<td></td>
</tr>
<tr>
<td>Interest from Bonds</td>
<td></td>
</tr>
<tr>
<td>Interest from Investments</td>
<td></td>
</tr>
<tr>
<td>Income from Real Estate</td>
<td></td>
</tr>
<tr>
<td>Income from Planned Liquidating of Assets</td>
<td></td>
</tr>
<tr>
<td>Part or Full Time Work</td>
<td></td>
</tr>
<tr>
<td>Other (list specifically below)</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL $
LOOKING AT WAYS TO DECREASE YOUR EXPENSES

Most retirees don't have ways to increase income. However, there are innumerable ways to decrease your expenses without seriously diminishing your standard of living.

Rent/Mortgage/Home Maintenance/Utilities

Look at all alternatives available in your community or in the locality in which you intend to live. Check and compare costs, interest, maintenance expenses, utility costs, etc.

Make repairs before damage or wear becomes excessive and costly. Learn to make minor repairs yourself. Most technical schools offer courses in small repairs, and some even have special courses of this kind for senior citizens at little or no cost.

Utilities

Refer to the “Spending Less Tips” on the following pages.

Doctor/Dentist

Take good daily routine care of yourself. Shop around for a doctor and dentist as carefully as you would for any other service. Don't be hesitant to ask what fees can be expected. If a major procedure or remedies are prescribed, check costs, and if non-emergency surgery is recommended be sure to get a second opinion. Medicare for this type of care, in some cases, requires a second opinion. Be sure to ask that all potential costs be explained to you in an understandable way.

Automobile

If purchasing an automobile, shop carefully. A new car is not always the best and only choice. Many used cars are in fine condition and include guarantees of various kinds. Be sure guarantees and conditions are clearly explained to you and preferably put in writing. If possible, deal with someone you know. Get several estimates for automobile insurance. Be sure to tell the agent if you have an especially good driving record or are a non-drinker, as you may be able to get a reduced rate. Learn to do some of the tuning and minor repairs on your car yourself. However, don't attempt to do repair that you really don't know anything about.
Insurance

You may not want to draw on your whole life insurance for living expenses right at retirement, but you may want to inquire about taking a paid-up policy or diverting all dividends to apply to your payment. Use of whole life insurance resources should be examined in relationship to your anticipated late life needs and any needs of persons you intend to provide for in some way. You may want to consider leaving your insurance in place for a relative, the church, a friend, or a charity.

Clothing

Keep clothing in good repair, cleaned and laundered. Anticipate clothing needs so you have time to shop economically during sales. Don't wait for the need to become immediate and you have to buy whatever is available, regardless of the cost.

Recreation/Entertainment

Watch for free entertainment opportunities. Local colleges and universities usually have many free events, such as concerts, art displays, lectures, etc. Many symphonies have a free rehearsal performance for senior citizens. Your local public libraries offer records, pictures, newspapers, magazines, displays, as well as books. Sports events at schools are often free or at a minimal cost. Summer softball and band concerts are popular in both small and large towns.

Now it is time to be specific and plan. Locate and write down as many activities as you can that are available without cost in your community. Use your newspaper, consult an information and referral service, talk to friends, and simply look around you. List at least six activities, and try to do more.

1. __________________________
2. __________________________
3. __________________________
4. __________________________
5. __________________________
6. __________________________
7. __________________________
8. __________________________
9. __________________________

SPENDING LESS TIPS

There are many ways to spend less and still buy the things you want. These methods are good practices to develop at any time of life. You can profit by beginning now to be a wise consumer.
Save Money on Food Bills

Watch for coupons and specials. Plan your shopping around these specials. Use your coupons to guide your menu planning.

Buy larger packages. Refrigerate or freeze what you won't use immediately.

Bake your own bread. Unfortunately, the "staff of life" is quite expensive.

Comparison shop. Note what day the specials are advertised in your local newspaper. Make your shopping list, and shop on a full stomach.

Take only enough money to pay for what you planned to buy or what you need.

Save Money on Fuel Bills

Install or increase insulation.

Weather-strip and caulk windows and doors.

Install storm windows and doors. Check for other air leakage, particularly in the attic and closets.

Where glass area is large, install double paned or insulating glass or cover in winter with heavy plastic. Insulated draperies are also available and afford some protection.

Have furnace checked once a year and change filters frequently.

Close damper of fireplace when not in use.

Lower the thermostat. Do this with caution as you grow older, because you may require slightly higher temperatures to maintain body temperature at a safe level.

Saving Electricity

Limit use of electrical appliances. However, be aware that as you grow older you may want to use some small electrical appliances to compensate for heat or personal energy loses.

Plan your cooking tasks to efficiently use baking time. If you are planning to bake bread, this is a good time to put in a roast, meatloaf, or cake.

Saving Money on Your Car

If possible, use public transportation. This can also eliminate the task of finding a parking place and possibly walking some distance from it to get to stores.
Organize a car pool for grocery shopping. Plan your shopping list so you will have basic supplies on hand and can eliminate frequent short trips to the store. If you have difficulty in getting around and in bad weather, utilize a senior citizen transportation service in your community.

**Saving Money on Phone Bills**

Eliminate extra phones that you may have had for work use.

Don't pay for wrong numbers. Dial the operator and report any wrong long distance numbers you get when calling.

Time your long distance calls.

Limit collect, credit card, and phone booth calls.

Dial direct, if possible.

Make station-to-station calls, if possible.

*A penny saved is a penny earned!*
**ACTION PLAN CHECKLIST**: Complete the following checklist with time schedule for information gathering. The earlier you begin to investigate these issues, the more secure you will feel about your resources.

<table>
<thead>
<tr>
<th>CATEGORIES</th>
<th>Have Done This</th>
<th>Need To Do This</th>
<th>Plan To Do This</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SOCIAL SECURITY:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Request annual statement of earnings from Social Security</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Obtain latest information about benefits from Social Security</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have Social Security estimate benefits that I may expect</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>DIOCESAN RETIREMENT PLAN:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review benefits projected under the plan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Verify retirement age to receive benefits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>OWN RETIREMENT PLAN FROM OTHER SOURCES (IF APPLICABLE):</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check on personal plan retirement benefits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check on possibility of establishing a personal retirement plan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investigate annuities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investigate investments</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check on possible use of income from whole life insurance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>RESOURCES AND SAVINGS:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have a systematic savings plan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investigate ways to get highest return on insured savings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arrange to have an interest bearing checking account</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Determine whether there are or will be non-income producing assets that I could liquefy or convert to income</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investigate buying or converting bonds</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Examine stock portfolio to be sure it is doing what you intended</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Explore with a professional person the use of investments and other items of value to produce retirement income</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>CATEGORIES (continued)</th>
<th>Have Done This</th>
<th>Need To Do This</th>
<th>Plan To Do This</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSURANCE PROGRAM:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review life insurance to determine adequacy, potential retirement benefits and best use</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Determine what insurances to carry over from work</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Determine what kinds of insurance are needed to provide for household and personal belongings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check on car insurance to determine whether it will continue regardless of age and what kind of rate change to anticipate</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Investigate supplementary health insurance - you can't rely on Medicare solely</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>INCOME TAX:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investigate reducing taxable income with tax exempt securities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investigate tax situation in various ways of drawing retirement income</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investigate tax advantage of charitable bequests, irrevocable beneficiary designations and outright gifts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROPERTY:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Determine best way to use equity in property for income</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investigate purchase of real estate for retirement use</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WILL:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Make or review my will to be sure my estate is dispersed as I Intended</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inform Chancery of location of my will</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Determine distribution of household items, collectibles, personal items and other holdings of value not covered in the provisions of the will and indicate how this should be handled.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Determine whether a trust would be useful to me</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ESTATE PLANNING

"Old age, to the unlearned, is winter; to the learned, it is harvest time."

Harvests are gathered and shared. Estate planning is a way of sharing what you have harvested in your lifetime. No matter how much or how little you have of material goods, you need to give responsible thought to how it will be transferred after your death. A will, a letter of final instructions, and perhaps a trust should be considered in the estate planning that you do both now and at the time of your retirement. At actual retirement time you will want to review your estate plans thoroughly as you will then have a better idea of what assets there may be to pass to others. Always be very careful to consider your older age when looking at the use of assets.

What is a will? A will is your direction in writing indicating how your property should be disposed of at your death. If you die without a will, the state will distribute your property and assets according to the laws of the state. By having a will, you decide how you want your belongings distributed to family, to the church, to a charity, or for some other purpose. The archdiocese has asked that you send to the Chancery a copy of your will sealed in an envelope with your name on it.

Naming an Executor - An executor is the person or agency you name to carry out the distribution of your estate as you have designated after your death. The executor can be a person, a bank, a trust company or other agency. If you name a friend or family member, be sure to check to see that the person is willing and can be expected to have the skills and time needed to serve in this capacity. Acting as executor can be time consuming and requires certain qualities and knowledge to carry out the task.

Last Instructions - Often there are wishes you would like to have carried out that don't fit in a formal document. A simple letter of instructions can assure that your wishes will be considered. This can also be important if the time comes when you are mentally or physically unable to make decisions. Although this kind of letter is usually not binding legally, by putting your wishes in writing and giving the letter to persons you expect to carry out your wishes, you can be quite comfortable that your intentions will be met. Important - this kind of letter does not take the place of a legal will.
**How Can A Trust Be Useful To Me?** Trusts date back to feudal times, but the basic concept has remained the same over the centuries. Giving property in trust means you give it to another person, group of persons, or institution to be used for the benefit of a person, group of persons, institution or yourself. There are two types of trusts:

1. Testamentary Trust – created by your will which becomes effective at your death.
2. Living Trust - created during your lifetime by agreement, but which may and often does, continue after your death.

A trust can provide the following:

1. Experienced management for property you leave to others.
2. Prudent and experienced management of assets for your beneficiaries.
3. Assurance that beneficiaries will be cared for regardless of their state of health and capability of handling affairs.
4. Save taxes in passing on your estate.

Consider a trust if you have concerns for the care of family members or wish to leave a defined and substantial contribution to the Church.

**Where Can I Find Out About A Trust?** The trust department of your local bank is a good place to get information about setting up a trust, if and how it can be useful to you, and how to coordinate it with your will. Most trust departments charge no fee for the first visit or consultation.
TAXES

Tax Issues To Be Aware Of - Exemption for age: If you are 65 or older on the last day of the income tax year or earlier, you are allowed to take the designated exemption for age.

Non-taxable income - Not all income you receive at retirement is taxable. The following items are not taxable:

- Social Security
- Benefits from a public welfare fund
- Food benefits under nutrition program for the elderly
- Most illness and injury benefits

It is very important to check on these kinds of benefits before filling out your income tax forms each year.

Taxable income - Offerings and fees for Masses, marriages, baptisms, funerals, reconciliation services, etc. are taxable. A pension or retirement pay for a member of the clergy is usually taxed as any other pension or annuity. Income from personal tax shelters is taxable after retirement. The rental value of a home provided free by a congregation for retired clergy is not taxable. In Revenue Ruling 75-22, the IRS ruled that a portion of a retired clergyman's pension can be designated as rental allowance. Your pension program will keep you informed of this amount. If you have questions on specific tax issues, it may be best to consult a tax expert or the tax office.

Homestead Credit - If you own or rent a house or apartment for the first time, this information may be new to you. You will need to determine whether the state in which you reside provides a Homestead Credit that entitles renters and homeowners to recover some of their costs of housing through direct credit against their income tax or by a refund from the state.

Social Security: Special Information For Clergy - “The services of ministers and members of religious orders is covered under Social Security as self-employment after 1967 if performed by a duly licensed minister of a church in the exercise of his or her ministry, or by a member of a religious order not under a vow of poverty, in the exercise of duties required by the order unless the minister or member of the religious order has elected to be exempt from Social Security coverage.” NOTE: If you are not sure what your status is with Social Security, it is wise to check as soon as possible.

Kinds of Records And Where To Keep Them - Keep the following items in a safety deposit box:

- Military discharge papers
- Automobile title or bill of sale
- Promissory notes
- Real estate papers
- Securities, stocks, bonds
- School records, transcripts of grades, records of completion
- Any papers that could be difficult to replace and may not be needed immediately upon your death.
Be aware that usually your safety deposit box will be sealed upon your death and can only be opened upon probate of your estate or by court order.

Special Handling For Your Will - Some special considerations apply to your will. Keep the original with the lawyer who drew it up, or with some person of authority. Give a copy to your executor and keep one in your home file. You want to keep one in your safety deposit box, too. Be sure to destroy all old copies if you make changes in your will. Be sure to send a sealed copy of your revised will to the Chancery.

Keep In Your Home File - Social Security card; will; insurance policies; tax records.

FUNERAL PLANS/ARRANGEMENTS

- Priests are expected to have a funeral plan on file with the Office of Clergy. The Office of Clergy will work with the family in planning funeral arrangements and handling the details.

- Priests are entitled to be buried at __________ Memorial Park in the priest's section. Placement will be determined by the Diocese. Burial in a cemetery or plot elsewhere will be at the expense of the priest.

- Whether burial takes place at the Memorial Park or elsewhere, the cost of opening and closing the grave and a standard burial marker will be covered by the Diocese. The mortuary cost will be paid by the Diocese according to the current reimbursement schedule.
HEALTH:
A BLESSING WITHIN REACH

"Look to your health, and if you have it, praise God, and value it next to good conscience; for health is the second blessing that we mortals are capable of; a blessing that money can't buy." (Izaak Walton)

Both physical and mental health play an extremely important part in the level of satisfaction and well being of any phase of life. Health and wellness have many facets: exercise, diet, adequate rest, wise use of medication, effective use of health care systems, and a good attitude toward your own life.

There is a natural process of change that begins at birth and continues through our lives. The changes that come as one grows older are simply a part of a continuing process.

As you benefited by good health habits and care when you were young, you will be benefited by continuing and/or developing good health habits and care as you grow older. With life expectancy steadily rising, there is a good chance that you will remain healthy and active into your 80s and 90s.

Keeping Well

Keeping well requires that you take charge of your health habits and care. There are many components to wellness — health habits, diet, exercise, mental attitude, and learning to cope with losses and disabilities that may occur.

"Tell me what you eat, and I will tell you what you are." (Antheime Brillat Savarin)

Your body needs a good diet. Many different kinds of food must be a part of that diet each day. To assure yourself an adequate diet, eat a variety of foods including selections of:
1. Milk, cheese, yogurt  
2. Fruit  
3. Vegetables  
4. Meat, fish, poultry, eggs  
5. Legumes (dry peas and beans)  
6. Whole grain and enriched breads, cereals and grain products  
7. Butter or margarine

It is important to remember that no single food item supplies all the essential nutrients in the amounts that you need. The greater the variety you eat, the less likely you are to develop a deficiency or excess of a nutrient.

To Improve Your Eating Habits

- Eat slowly
- Prepare smaller portions
- Avoid seconds
- Avoid excessive use of sugar
- Select fresh fruit or fruit canned without sugar or in light syrup
- Read labels to check for sugar content. This includes sucrose, glucose, lactose, and fructose.
- Avoid too much salt/sodium and limit intake of salty foods, such as potato chips, snack foods, pickled foods, cured meats, etc.
- Eat more complex carbohydrates; substitute starches for fats and sugars;  
  Select foods which are good sources of fiber and starch.
- Avoid too much fat, saturated fat and red meats.  
  Choose lean meat, fish, poultry, dry beans and peas as your protein source.
- Moderate your use of eggs and organ meats, such as liver.
- Trim excess fat off meats
- Bake or broil rather than fry.

It is important to remember that no single food item supplies all the essential nutrients in the amounts that you need. The greater the variety you eat, the less likely you are to develop a deficiency or excess of a nutrient.

A Few More Diet Tips

- Eat a variety of foods
- Maintain ideal weight
- If you drink alcohol, do so in moderation.
It is very important to eat three meals a day at regular times. Set your table attractively, relax, and eat slowly.

Make breakfast an important meal. If you have previously rushed through breakfast, take time to try new breakfast menus. Invite a friend to eat with you. Plan your day while eating.

Take the time to prepare well balanced meals in a variety of ways.

Exercise Is a Down Payment on Good Living

People who exercise regularly feel better, look better and enhance their chances for a longer and healthier life. As you grow older, regular exercise is beneficial in many ways. It can help prevent heart disease, arthritis, osteoporosis, back problems, obesity and depression. It can alleviate the effects of these conditions if you do contract them.

Keeping your body in condition can begin with something as simple as a half hour brisk walk each day. If you haven’t exercised regularly before retirement, you need to begin an exercise regime slowly, and you should consult your doctor before engaging in any extensive exercise program.

Tips For Exercising

• Get advice from your doctor
• Purchase the best exercise/sports equipment you can afford
• Don’t overdo, especially in hot weather
• Never exercise when you feel ill
• Do some limbering up before any strenuous exercise
• Start with a program you can manage and build up gradually.

More Benefits from Exercise

• Taking a brisk walk improves your health, your sense of well being and your general outlook on your day.
• While walking you may meet other persons with whom you can walk or just chat.
• When you are feeling lonely or depressed, exercise can raise your spirits as well as put you in touch with others.
• Planning and carrying out a regular exercise schedule is good discipline for generally caring better for yourself.
• Learning a new sport can add interest to your days and, perhaps, fulfill a wish you have had to learn a particular activity.
Exercise can help reduce stress and may even prevent some kinds of stress.

**Much Ado about Stress**

We read and hear much about stress these days. Remedies are suggested, ideas to be stressed about are presented, and we are often led to think that we must surely have some kind of stress. While this may be true, what is really important is how we deal with stresses, both great and small and sometimes imagined. Good planning helps to recognize those events and times that may be difficult, and being prepared is the key to dealing effectively with them.

**Primary Stressors**

As you move into retirement, there are several stressful things that may happen to you at once. Four primary stressors are:

1. Economic problems
2. Moving to different housing
3. Declining health
4. Death of family and friends

**Losses**

"Years may wrinkle the skin, but to give up enthusiasm wrinkles the soul. Worry, doubt, self-distrust, fear and despair—these are the long, long years that bow the head and turn the growing spirit back to dust."

"Whether sixteen or seventy, there is in every human being's heart a love of wonder; the sweet amazement at the stars and star-like things and thoughts; the undaunted challenge of events; the unfailing, childlike appetite for what comes next, and the joy in the game of life." (Samuel Ullman)

Losses can come to us at any time in life. However, there are some losses that are inevitable as we grow older and others that are more likely. As with other aspects of growing older, recognizing that some losses can occur and having some kind of plan to deal with the loss can minimize the negative impact on your sense of well being and lifestyle.

**Loss of Physical Sense**

The diminishing and/or loss of hearing, sight, and other physical sense may cause you great concern and affect your morale. The difference comes in dealing with the loss. Seek proper medication, be fitted for glasses, get a hearing aid, get dentures, and use a cane, walker or wheelchair. Do your best and stay out there in the mainstream of society. BE AN INSPIRATION!
Loss of Independence

While we are less likely to have a problem depending on God, we often rebel against depending on our fellow human beings. The greatest blessing you can give those who need to care for you, either physically or socially, is to accept the help with gratitude and cheerfulness.

Loss through Death

The death of friends and family can contribute to problems of physical as well as mental health. You have dealt with death as the close comforter of parish families. Your wealth of inner strengths and experience can help others in these later years as well as affording understanding of your own feelings. As you have more time after retirement to form close friendships, you may experience grief more poignantly when friends die.

Depression: Alcohol and Drugs

Retirement is an adjustment, and as with any lifestyle change of any significance, dictates emotional response. The responses are in three categories:

1. Anticipatory - emotional feelings generated prior to the act.
2. At the time of the retirement change itself.
3. Time after the change has been made — anywhere from 3 to 18 months is the usual time frame.

As with any significant lifestyle change, there are essential emotional reactions to be worked through that are quite normal and, under ordinary circumstances, are resolved healthfully through introspection and with the passage of time for the adjustment. However, the retirement event may be psychologically traumatizing and precipitate emotional unhappiness, and if not recognized, could lead to serious problems.

Depression is the most usual emotional "fallout." The usual signs of depression are a loss of interest, feelings of unhappiness, lowered self-esteem, a negative perception of life, loss of satisfaction with events that ordinarily gave satisfaction, sleep disturbances, a withdrawal from interpersonal relationships, and in its severest form — crying spells, delusions of guilt, and suicide.

Most of the time, depression is insidious in its onset. The person experiencing the early depression may attempt to quit this unhappy state by escalating alcohol consumption. At times, and as available, drug usage might also be escalated as an escape mechanism. In other instances, the depression manifests itself in various types of physical complaints without demonstrable physical cause.

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Delayed Emotional Response

Retirees are most often caught unaware by this response. Most persons are in tune with expecting to work through some problems with the adjustment of anticipating retirement and then the actual event in and of itself. Of course, if the person is experiencing significant difficulty at either of these stages, there is a very direct cause and effect relationship that makes the person aware, and hopefully, seek appropriate help.

However, it is not unusual to find that a person feels that the adjustment has been made satisfactorily when in actuality the insidious emergence of the masked symptoms of depression emerge and are not recognized.

The older the retiree the more prone they are to depressive reactions, and depression in older people becomes more "disguised." The most usual disguise is the pattern of hypochondria.

Disguised depression causes physicians the most concern, because when the depression is felt, there is the natural instinct to reach out for appropriate help. However, if the person does not have insight into the fact that they are drinking or using drugs to cover pain, or if the physician is not alert to the hypochondria, then there are long delays in getting the problem solved.

Take Charge of Your Health Care

Keeping well requires that you know the condition of your health at any given time. Too often, we forget exactly when we last saw the doctor or dentist, particularly if it was for a routine checkup. The health inventory on the next page provides a way to keep a record of health care visits and an inventory of current health status. You may want to make extra copies of the form to remind you to update health information regularly.

Our bodies are gifts from God. Care of our bodies expresses gratitude for this gift. Wellness is not an end in itself, but a means to provide us with the energy and resourcefulness to achieve our goals in life and fulfill our potential.
## HEALTH INVENTORY

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Inventory</td>
<td></td>
</tr>
<tr>
<td>Name and Birth Date</td>
<td></td>
</tr>
<tr>
<td>Height and Weight</td>
<td></td>
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<tr>
<td>Physician's Name</td>
<td></td>
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<tr>
<td>Address and Phone</td>
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</tr>
<tr>
<td>Date Last Visited</td>
<td></td>
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<tr>
<td>Reason</td>
<td></td>
</tr>
<tr>
<td>Care Prescribed</td>
<td></td>
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<tr>
<td>Medications Presently Used and Why</td>
<td></td>
</tr>
<tr>
<td>Other Information</td>
<td></td>
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<tr>
<td>Dentist's Name</td>
<td></td>
</tr>
<tr>
<td>Address and Phone</td>
<td></td>
</tr>
<tr>
<td>Date Last Visited</td>
<td></td>
</tr>
<tr>
<td>Dental Condition, Including Treatment</td>
<td></td>
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<tr>
<td>Other Health Care</td>
<td></td>
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<tr>
<td>Present Diet:</td>
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</tr>
<tr>
<td>Breakfast</td>
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<td>Lunch</td>
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<td>Dinner</td>
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<td>Snacks</td>
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</table>

Health Problems, Questions, or Concerns About Which You Have Not Consulted Anyone

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Present Diet:
Making Your Visit to the Doctor Count

As you grow older, it is even more important to plan for your visit to the doctor. You will be taking prescription medications, as well as more over-the-counter, and you need to be sure your doctor knows everything that you are taking. It is a good idea to bring your medications with you when you go to the doctor. Also be sure to tell him if you are taking aspirin, cough medicine, eye drops, etc.

Before you visit your doctor prepare an "ask the doctor" list:

- List any symptoms
- List anything that worries you about how you feel
- Have in mind what you expect the doctor to be able to do for you

During the visit:

- Tell the doctor any and all prescription and over-the-counter medications you are taking
- Be sure you understand the doctor's diagnosis by asking that it be explained in layman's terms
- Ask if there is a way to prevent recurrence of an illness/disability
- Get a clear explanation of medications to take or procedures to follow and write down instructions
- Ask if side effects can be expected from the medication, what reactions to expect, and under what conditions you should call the doctor

Before leaving the doctor's office ask:

- Am I to return for another visit?
- What instructions should I follow at home regarding activity, special diet, precautions?
- Need I call for lab reports, and if so, when?
- Need I call the doctor back, and if so, when?
- Are there patient education books, pamphlets, or classes to attend to help me understand and cope with my health problem?
List the medical and dental care tasks you need to tend to as soon as possible and before retirement. Include a schedule for taking care of these items.

<table>
<thead>
<tr>
<th>TASK</th>
<th>DO NOW</th>
<th>DO BEFORE RETIREMENT</th>
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<tbody>
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</table>
HOUSING, LIVING OPTIONS

"Be it ever so humble, there's no place like home."

Where to make one's home upon retirement is a concern that affects many other retirement issues. Finding a place to live that is comfortable, convenient and secure is important to your sense of well being. Decisions regarding housing should not be made hastily. It is wise to locate and look at a wide range of housing possibilities before making a decision.

To help you do this, take the time to read this section carefully, and do all the exercises. As you look at the housing issue, be aware that changes in health and dependence can trigger the need to change housing as you grow older. Think about housing for very late in life as well as right at retirement.

Financial reasons indicate that it is critical to begin planning for your retirement housing early, long before retirement actually becomes effective.

A location choice for your retirement depends largely on where you have lived most happily for most of your life. Big city? Small town? Country? Complete the following checklist to help you decide what factors you should consider as you explore living options:
<table>
<thead>
<tr>
<th>Elements That Are Important To Me In Choosing A Community In Which To Live</th>
<th>Yes</th>
<th>No</th>
<th>Doesn't Matter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Like to have friendly neighbors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Don’t like tall buildings</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Like to have a garden</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Don't like elevators</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Can't drive; access to public transportation</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Need to find friends</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enjoy quiet surroundings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enjoy activity around me</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Want to be greeted by friends as I walk down the street</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will need special home care services</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Like concerts, art galleries, etc.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Want to pursue educational activities</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Want to be part of a close knit group</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Want to be free to travel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (list specific wants)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Think about what you found out about yourself when you completed this list when you consider the kind of community in which you will live.

**Housing Exploration**

To make your housing exploration useful, make a plan for it. Make a list of all the things that are important to you in selecting housing. Then, search in your community or communities that interest you for housing possibilities that match the needs on your list. Keep a record of housing that you look at, with pertinent information about it. Locate at least six housing possibilities that meet your criteria. Make copies of the chart below so you will have enough space to keep a comprehensive list for each kind of housing, etc.
## Housing Inventory

<table>
<thead>
<tr>
<th>Kind of Housing</th>
<th>Approximated Cost</th>
<th>Things I Like About It</th>
<th>Things I Don’t Like About It</th>
<th>Special Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Home</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Duplex</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Apartment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Condo</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trailer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rectory</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retirement Home</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
List of Checklist for Inspecting a House

Before purchasing or renting a house, check the items on the list below. You may want to make extra copies of this checklist to use for each house you look at.

<table>
<thead>
<tr>
<th>Items to be Checked</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundation is crack free</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paint and walls are in good condition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roof is in good condition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gutters/downspouts in good condition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Good, safe garage or off-street parking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lawn, trees, shrubs in good condition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Storm windows/screens in good condition and well fitting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dwelling well insulated</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quiet, safe neighborhood</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safe stairs, sound railings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conveniently located bathrooms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Convenient kitchen – not too large</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appliances in good condition and safely located</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wiring updated and able to handle all appliances</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plumbing in good working condition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Furnace in good condition – heating system economical to operate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basement fairly dry – sump pump, if needed – no dry rot/mildew</td>
<td></td>
<td></td>
</tr>
<tr>
<td>100-200 amp electrical service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ample electrical outlets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>40 gallon water heater</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ample space for household furnishings; cupboard space/storage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Easily opened and locked windows/doors</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Additional Checklist for an Apartment**

You will find it useful to use the house checklist when examining apartments. There are a few additional items you need to watch for when looking at an apartment.

<table>
<thead>
<tr>
<th>Items to be Checked</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building well maintained both inside and out</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safe, well lit hallways</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elevator in buildings where needed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safe stairs, sound railings, well lit stairwells</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laundry facilities in building</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quiet, safe neighborhood</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adequate, safe parking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Security locks, door bell, secure lobby area</td>
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<tr>
<td>Resident superintendent or someone who can be easily reached</td>
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<td></td>
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<tr>
<td>Adequate storage area</td>
<td></td>
<td></td>
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<tr>
<td>Fire exits/escapes, smoke alarms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other considerations:</td>
<td></td>
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</tbody>
</table>
Friends and Relatives: Expectations

People — a golden resource. Look back at the human resource inventory you completed in the first section of this manual. Identify those persons you feel will be closest to you and with whom you will want to build a lasting relationship.

"God setteth the solitary in families. – (Psalm 68:6) How do you define your family? There is a biological family we all have. There are also extended families made up of friends, close associates, fellow volunteers, etc.

Families, biological or extended, also bring responsibilities to you. There is the need to fulfill a meaningful role in relationships to others. There may also be responsibilities to other older family members. Do you have an elderly parent that could use some of your time and attention? Are there younger family members who need your advice and support?

Finding a new kind of place in your biological family after serving the larger family of the church may not be easy, but it is well worth the effort and can give you a sense of peace as well as usefulness.

‘Let me live in my house by the side of the road and be a friend to man.” (Sam Walter Foss)

Write a "job description" for a friend. Write it as you would if you were placing an ad in the classified section of your newspaper.

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Read over your ad. Could you qualify? The first step in having friends is knowing how to be a friend and be willing to work at being a better friend. What might you do now to develop good friend-making habits?
"The miracle and mystery of friendship is that we don't have a clear idea how it happens or what keeps it going. Like a hot, crackling fire in a cold, crisp night, it throws off warmth, light, and an aura of well being." (James Alien Sparks)

Tips For Being A Friend

- Accept yourself and recognize that others will accept you as you are for a friend.
- Expect your friends to care and be loyal, but don't expect them to always agree with you or like all the same things you do.
- Be available when your friends need you to laugh, to cry, to comfort, to share.
- Be open with your friends — honest and without pretense.
- Be a good and dependable listener - keep confidences.
- Express your caring by word, by deed, and by touch.

Be A "Networker"

A useful way for retired priests to help each other and other elderly people is to build a support network that keeps persons in touch with each other and with help. Such a network can involve:

- Phoning one another at a regular time each day.
- Calling on newly retired, and very old and ill or homebound priests regularly.
- Meeting together to share concerns and ideas.
- Simply socializing together.

The key to networking is regularity. For example, checking on someone at a regular time each day could possibly result in saving his life by getting needed help.
"I am only one, but still I am one. I cannot do everything, but still I can do something."
(Edward Everett Hale)

It's less lonely and scary to grow old in a caring network. This simply involves sharing and talking with others in similar circumstances. Take the time to find out what others need and worry about. Communicate your needs and worries to others.

The greatest reward will be the feeling that you are needed, loved and have a vital role to play to the end of your days.

Because I Care

As we go through life, there are always a number of persons for whom we feel a special responsibility. This may be an older relative, a cherished friend, parishioner, or a companion of many years. As we care about the well being of others, we accept the task of extending that care, often to the end of earthly life.

If you anticipate such a responsibility, you need to plan for it, but, more importantly, be grateful for it. The opportunity to care for the well-being of another is the greatest gift you can receive – the gift of being deeply needed.

To summarize, fill in the circle on this page to complete your human resources inventory by placing the persons within your network.
"To everything there is a season, and a time and purpose under the heaven." (Ecclesiastes 3:1)

One source of concern for retirees is to have something purposeful to do with one’s time. This might be a form of continuation of your present work, a part or full time job, a new career, a volunteer job or a self enrichment activity. The majority of retired persons still have the capacity to engage in both work and leisure activities as vigorously as ever. It is vital to plan for a retirement of "beginning to do something else" rather than "stopping doing what you have been doing."

Increased life expectancy makes the issues of work and leisure greater and of more consequence and challenge than in previous generations.

**Defining "Work, Leisure, Recreation, and Rest"**

We live in a society that tends to measure the value of persons by what they produce in goods, service and ideas. With more spare time at retirement, you will find it gratifying to do some soul searching as you endeavor to define the four words in the heading above. Use the space below to write your definition of each word.

**Work**
______________________________________

______________________________________

**Leisure**
______________________________________

______________________________________

**Recreation**
______________________________________

______________________________________

**Rest**
______________________________________

______________________________________
To make meaningful use of time, you need to have some notion of what time and how much time you should be planning for. To identify the time you need to think about and plan for, complete the schedule below. Indicate how you spend your time now, how some hours will be spent at retirement. Circle areas where you want to do some serious thinking about filling in time gaps.

<table>
<thead>
<tr>
<th>Time</th>
<th>WHAT I DO NOW</th>
<th>WHAT I PLAN TO DO AT RETIREMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:00 (a.m.)</td>
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<td>2:00</td>
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<td>3:00</td>
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<td>4:00</td>
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<tr>
<td>Noon</td>
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<td></td>
</tr>
</tbody>
</table>
Time | WHAT I DO NOW | WHAT I PLAN TO DO AT RETIREMENT
--- | --- | ---
1:00 (p.m.) |  |  
2:00 |  |  
3:00 |  |  
4:00 |  |  
5:00 |  |  
6:00 |  |  
7:00 |  |  
8:00 |  |  
9:00 |  |  
10:00 |  |  
11:00 |  |  
Midnight |  |  

"A time to get and a time to lose, a time to keep and a time to cast away." (Ecclesiastes 3:6)

Although as you grow older, you will probably welcome more rest, the time immediately after retirement and perhaps for many years after will be time that you want to fill with more active pursuits.

How often have you asked yourself, "How will I do all that I need to do today?" This will not change much if you plan well. It is well to have more plans that you can complete, as this leaves activities to anticipate each day. Plan to have things to do each day that are satisfying and enjoyable. Remember that it is wise to keep control of your time and days. Make the time and your efforts a blessing of joy and well-being. Not all time should be given away; neither should all time be hoarded for yourself.
“The whole secret of remaining young in spite of years, and even of gray hair, is to cherish enthusiasm in oneself, by poetry, by contemplation, by charity—that is, in fewer words, by the maintenance of harmony in the soul.” (Amiel)

Work? Volunteer?

Sometimes retirement offers the first opportunity to try a new work activity. Your parish experience with folks from various careers may have piqued your interest in trying something new. You work for reimbursement in coin or consider bartering your time and talent. If you learn a new skill, you may be able to trade that ability for help on other tasks you are unable to do or simply don’t like to do.

"So long as we love we serve, so long as we are loved by others, I would almost say that we are indispensable.” (Robert Louis Stevenson)

Opportunities to serve as a volunteer are almost endless. Your very special experiences and talents as a priest expand the range of kinds of volunteer tasks that you are qualified to do and to which you can bring a unique touch. If there is an area of service that has special appeal to you, begin now to learn about it, take any special training offered, and "try it out" before making a commitment. How, and if, you volunteer can depend on your other retirement goals and lifestyles.

If a priest is in good health, he is encouraged to continue his priestly ministry as senior associate with limited duties and responsibilities in a particular area, as a chaplain to an institution, or in ministry to a particular group of people or organization.

The priest is asked in his annual Personal Preference form sent out by the Clergy Personnel Committee to state his intentions and preferences for ministerial work. (Many active priests request help for weekends or for longer periods of time such as for sabbaticals.)

Exploring New Areas of Work

List at least four kinds of work that you find interesting. Don't be concerned about whether you can do them or even know anything about them.

1. __________________________________________________________
2. __________________________________________________________
3. __________________________________________________________
4. __________________________________________________________
Next find out all you can about these kinds of work, where you could learn to do it, what supplies or equipment you would need, whether a license or other credentials are needed and how the work could be helpful to you. A bonus in this kind of activity is that it also supplies you with valuable information to aid you in helping others.

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>SUPPLIES/EQUIPMENT</th>
<th>LICENSE/OTHER CREDENTIALS</th>
<th>HELPFUL TO ME IN WHAT WAY?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
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</table>

Putting pencil to paper and actually writing out information, such as the work exercise on the previous page, is the best way to work toward any decision about what to do. The same strategy applies to looking at volunteer opportunities. The table below will get you started. Add your own thoughts, findings to the end of the list.
<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>LIKE</th>
<th>DON'T LIKE</th>
<th>NEED INFORMATION OR TRAINING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call on shut-ins regularly</td>
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<tr>
<td>Lead a youth group/activity</td>
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<tr>
<td>Read to a blind person regularly</td>
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<tr>
<td>Lead or coordinate an activity for the elderly/peers</td>
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<tr>
<td>Provide consultation to a support group, such as grief support, lonely persons, drug abuse, etc.</td>
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<td></td>
<td></td>
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<tr>
<td>Spend time with persons wanting to engage in interesting conversation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Celebrate Sunday Liturgy (a) At different churches (b) At same church usually</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Celebrate daily parish Mass (a) Occasionally (b) On a regular basis</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hospital Chaplain</td>
<td></td>
<td></td>
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<tr>
<td>Retirement Home Chaplain</td>
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<tr>
<td>Teaching</td>
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<tr>
<td>Other:</td>
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</tbody>
</table>

“A Rolling Stone Gathers No Moss”

This is an old saying, but very true. In order to make the work and volunteer plans successful, you need to begin early. Don’t wait for the day of retirement or for boredom to set in. Too often we all tend to put things off, have good intentions, but delay action.
Begin today to explore more fully the activities you have listed on the previous two pages. Fill in the time line schedule below as a promise to yourself to take some action toward planning for the use of precious time after retirement.

I promise myself I will care about my future well being by doing the following work and volunteer planning on my schedule below:

THIS WEEK:

________________________________________

________________________________________

________________________________________

BY THE END OF THE MONTH:

________________________________________

________________________________________

________________________________________

BY THE END OF THIS YEAR:

________________________________________

________________________________________

________________________________________

SIX MONTHS BEFORE MY RETIREMENT:

________________________________________

________________________________________

________________________________________
"I grow old ever learning many things." (Sonon c. 638- c. 559 B.C.)

Today it is common to see students of all ages in the classrooms around our country. The classroom can take on many "looks" — the conventional class, the special course, a seminar, craft training, etc. For your own personal growth, you need to recognize the value of self enrichment. It can benefit you, help you to benefit others, and is also a statement of your belief in your own worth.

Elderhostel is a special educational opportunity for senior citizens to participate in learning activities. Information about this program can be obtained from your local colleges, universities or aging offices.

"Your feet may not run as fast as your mind, but remember that there are a number of people much younger whose minds cannot keep up with their feet." (Unknown)

How did you define recreation? As you grow older, it can be a substitute for work and the need to challenge yourself or even to compete. However, if, as most of us, you have been so busy with work that you have not really learned to play, you may have to make a conscious effort to introduce some regular recreation into your life.

What is your recreation now? How often do you do the activity? What would you like to do if you had the time?

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>HOW OFTEN DO I DO THIS?</th>
<th>HOW OFTEN WOULD I LIKE TO DO IT?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>
I WANT TO LEARN ABOUT OR PARTICIPATE IN THE FOLLOWING WHEN I HAVE TIME:

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________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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________________________________________________________________________

________________________________________________________________________

________________________________________________________________________


"He hath no leisure who useth it not." (George Herbert)
How did you define leisure? In our busy society, we tend to underrate leisure. However, many philosophical writings tell us that leisure is one of the great civilizers of man.

Leisure need have no goals, no direction, no regularity or schedule, and it includes everything from daydreaming to sailing around the world. A reminder! Don't assume that a vacation or recreation is automatically leisure. These activities can be less than relaxing and even seem like work at times. Don't apologize for your leisure pursuits—just enjoy!

"And now, I thank Thee, not only for quietness without, but for Thy quietness at the heart of the universe and for quietness within." (Peter Marshall)

How did you define rest? Spend some time thinking about what rest means to you now and what it might mean after your retirement.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Transportation: Getting Where You Want To Go

Getting from place to place for business, shopping, and recreation is an important factor for maintaining your quality of life in later years. However, a time may come when you will need to "turn in your keys." This may be due to:
1. Health problems (sight, hearing, physical disabilities)

2. General failing of alertness, slowing of reflexes (how fast can you move your foot from the accelerator to the brake?)

3. Financial issues around ownership and maintenance of an auto (adequate insurance, licensing, safe repair)

4. Choices

"Turning in your keys" does not need to mean the end of going places. Most communities have special transportation programs for the elderly. Organizations such as a local area Community Ministries and the Red Cross provide this service in many ways. You will also find persons in the church and neighborhood who will be willing to provide transportation when your need is known.

Contact a local aging or senior citizens office for specific information in your area.

Especially helpful to retired priests is the network of other retired priests or priest friends who can help with your transportation needs.

**Pack Your Knapsack**

Packing your knapsack for retirement can be fun. Remember the knapsack of life mentioned in the Introduction section? List below the most important contents for your knapsack:

**Two Financial Resources:**
1. 

2. 

**Three Human Resources:**
1. 

2. 

3. 

**One Good Habit:**
1. 
One Changed Habit:
1.

All The Cheerful Words You Wish:


Go Forth!

The knapsack game should give you a good supply to begin your retirement journey. Hopefully, you will find many more good resources, hopes and goals to add.

Remember

On a lonely day, find someone to cheer up.
On a happy day, share your joy.
On a sick day, give thanks for your strength.
On a well day, celebrate.
On an ordinary day, take time to be ‘Just you.”

“Age is only a number, a cipher for the records. A man can’t retire his experience. He must use it.” (Bernard Baruch)

"We do not count a man’s years until he has nothing else to count.” (Ralph Waldo Emerson)
VIII.

APPENDIX B:

BIBLIOGRAPHY:
WHERE TO GO FOR INFORMATION

1. Growing Old in Diocesan Priestly Ministry
   Third Age Center, Fordham University, New York - 1997

2. Income Taxes for Priests Only, Wayne Martin LeNell
   National Federation of Priests’ Councils, 1337 W. Ohio St., Chicago, IL 60622-1997

3. Seminar on Taxation and Financial Planning, Wayne Martin LeNell
   National Federation of Priests’ Councils

But those who hope in the Lord will renew their strength. They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint.

ISAIAH 40:31
IX.

APPENDIX C:

CONTACT INFORMATION

It is suggested that you identify key individuals within the diocese and others who may be helpful in responding to retirement-related questions diocesan priests may have: For example:

1. Office of Clergy — Phone #

2. Diocesan Human Resources Office — Phone #

3. Social Security Administration — Phone #

4. Case manager for healthcare — Phone #