Navigators Field Staff Retirement: Eligibility, Procedure, & Honorarium

This reference sheet is designed to serve as a helpful guide to the Navigators retirement process, particularly as it relates to the ministry funds in your cost center when you choose to end employment and/or close your cost center.

**Definition of a Navigators Retiree:**
A Navigators Retiree must have been age 62 or older and a paid employee of The Navigators for 10 continuous years by the time employment ended.

**Currently Employed/Paid Staff:**
If you are paid staff and intend to end employment, you have 3 options:

1. If you meet Retiree criteria above, you can:
   - end employment & close cost center
   - receive an honorarium* of 1/3 of your cost center surplus—up to $7,500
   - divide remaining 2/3 of surplus equally between the Encore mission and staff of choice—preferably staff in need
   - join Caleb Group

2. If you meet the Retiree criteria and desire to transition to Contingent Worker and keep your cost center open, you will:
   - receive an honorarium* of 1/3 of your cost center surplus—up to $7,500
   - the remaining surplus will stay in your account for ongoing ministry expenses
   - no future/additional honorarium will be paid out upon cost center closure

3. If you do not meet Retiree criteria, you can:
   - end employment & close cost center
   - divide surplus equally between the Encore mission and staff of choice—preferably staff in need
   - no honorarium will be paid out

*If you are in deficit at the time you end employment, you will not be issued an honorarium.

**Contingent Worker/Unpaid Staff:**
If you are a Contingent Worker/Unpaid Staff, you have 2 options:

1. Keep your cost center open for ministry expenses

2. Close your cost center:
   - divide surplus equally between the Encore mission and staff of choice—preferably staff in need
   - no honorarium will be paid out
   - end Contingent Worker contract

**For Questions or More Information:**
If you want to make a change to your status, please contact the following people:

1. your supervisor
2. Joe.Bernardy@navigators.org, and
3. FSC.Personnel@navigators.org

- For a list of **staff in need**, contact: MPD@navigators.org
- To **transfer money** from your cost center: [https://thenavigators.formstack.com/forms/transfer_request](https://thenavigators.formstack.com/forms/transfer_request)
- For questions about the **Caleb Group**, contact: FSC.Personnel@navigators.org
- For more info on **Retiree insurance**: [www.navbenefits.org/life-stages/retirees/](http://www.navbenefits.org/life-stages/retirees/)
- For details on **COBRA insurance**: [www.navbenefits.org/life-stages/termination/](http://www.navbenefits.org/life-stages/termination/)
- Regarding your **retirement plan funds at Fidelity**, please contact our Fidelity representative at Ross.Hoskins@fmr.com.