A short liturgy of leavings for use in the final service.

Adapted from a liturgy used by Anglican SSF communities when a member is moving to new ministry. 
For simplicity, the wording here is ‘I’. Please feel you can adapt the wording in any way that best expresses your own context.

As I journey onward,
I give thanks for those I have lived, worshipped and shared life with here for these past x years – the many people, places and communities whose fellowship has enriched, encouraged and taught me so much.

God with God
I know that God goes with me.

I ask forgiveness for where I have failed in thought, word and deed; where I have let others down, lacked wisdom and understanding and have cared too much about my own reputation and concerns.

God with God
I know that God goes with me.

I now lay down my ministry in this place to begin a new stage of life and discipleship.

God with God
I know that God goes with me.

As I move to x (town or region) and begin a new life in the community there, 
I pray to be faithful in all God asks of me.

God with God

As you begin this new stage in your life, we pray that you may grow and flourish in every way, and bear fruit for God.
I know that God goes with me.

As you walk through the good times and the bad,
We pray that you may never lose sight of the shelter of God’s loving arms.
I know that God goes with me.

We praise and thank you, God of the journey for all that is ending and beginning now for x.
We thank you for all x has been to us.
We entrust x into your loving care, knowing that you are always the faithful traveller and companion on the Way. Shield and protect them from harm and anxiety. Grant them the courage to meet the future and grace to let go into your new life.
Through Christ our Saviour. Amen

It can be very helpful to include some symbolic actions in the service of farewell. These will vary according to personal and ministry context.
An example would be the handing over the church keys to a church official (or placing them on the altar); or removing your worship/prayer book from the priest’s stall. Actions like this can be a powerful way of expressing the sense of what is happening.