



**The United Church of Canada
L'Église Unie du Canada**

Ministry Vocations, Human Resources Unit
3250 Bloor St. West, Suite 300, Toronto, ON M8X 2Y4

Presbytery/District Record Card for Designated Lay Ministers

First name _____ Middle _____ Last name _____

Address _____ City _____

Province _____ Postal code _____ Home phone _____

E-mail _____ Other phone _____

Date joined United Church _____

Congregation _____

Discernment (Form DIS 201)

Congregational action (date) _____

Congregation _____

Member of United Church for more than two years yes no

Received form DIS 201 (date) _____

Presbytery/District E&S recognized inquirer (date) _____

Forwarded DIS 201 to Ministry Vocations, Human Resources Unit (date) _____

Designated Lay Minister Status (Form DLM 503)

Previously an inquirer or candidate yes (see next line) no

If yes, contacted previous Presbytery/District E&S and Ministry Vocations (date) _____

Received DLM 503 (date) _____

Forwarded DLM 503 to CIB (date) _____

Received report from CIB (date) _____

Date of interview _____

Saw police records check (level 2 vulnerable sector) (date) _____
It is policy that a police records check be seen every three years.

Recommended as eligible to seek a DLM appointment yes no

Presbytery/district motion to approve (date) _____

Forwarded DLM 503 to Ministry Vocations, Human Resources Unit (date) _____

Employment Status (Form PR 433 AP)

Presbytery/district completed DLM 503(b) and forwarded to appointing Presbytery/District Pastoral Relations Committee (date) _____

Name of pastoral charge _____

Name of educational supervisor _____

Contact info for educational supervisor _____

Annual Interviews

Sent DLM 505 to DLM	Reviewed DLM 505, Program Centre report, and evaluations	Date interviewed DLM	Recommend to continue as DLM	Date of presbytery/district action	Received DLM 509 and made recommendation to presbytery/ Sent DLM 509 to HR (date)
			<input type="checkbox"/> yes <input type="checkbox"/> no		
			<input type="checkbox"/> yes <input type="checkbox"/> no		
			<input type="checkbox"/> yes <input type="checkbox"/> no		
			<input type="checkbox"/> yes <input type="checkbox"/> no		

Educational Data

Other required educational courses as determined by Presbytery/District E&S:

Course	Date completed
_____	_____
_____	_____
_____	_____
_____	_____

Reports from Program Centre (DLM 517)

Dates	Location	Satisfactory
_____		<input type="checkbox"/> yes <input type="checkbox"/> no
_____		<input type="checkbox"/> yes <input type="checkbox"/> no
_____		<input type="checkbox"/> yes <input type="checkbox"/> no

Reports on Educational Supervision (Form DLM 508)

Dates of Supervision	Pastoral Charge	Satisfactory
_____		<input type="checkbox"/> yes <input type="checkbox"/> no
_____		<input type="checkbox"/> yes <input type="checkbox"/> no
_____		<input type="checkbox"/> yes <input type="checkbox"/> no

Recognition by Presbytery

E&S interviewed DLM (date) _____

Saw police records check (date) _____

It is policy that a police records check be seen every three years.

E&S recommend for recognition yes no

Presbytery/district action (date) _____

Forwarded DLM 509 to Ministry Vocations (date) _____

Recognition as DLM (date) _____ Place _____

Files

If withdrawn, send complete file to Ministry Vocations, Human Resources Unit (date) _____