



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

**Ministry Vocations
Ministry and Employment Unit**

3250 Bloor St. West, Suite 300, Toronto, ON M8X 2Y4

Actions by Session and Presbytery/District Regarding Applicants for Designated Lay Ministry

To be used by a Session to make a recommendation to the presbytery/district for action on the report of a discernment committee (DIS 202(a)) and an application for appointment as a designated lay minister (DLM 502(b)).

Individual's Contact Information

First name	Middle	Last name
Address		City
Province	Postal code	Home phone
E-mail	Other phone	

Action of Session

The session (or its equivalent) of _____ Congregation in
_____ Presbytery/District,

having reviewed the report of the discernment committee (DIS 202(a)) does hereby

support not support its recommendations.

And having reviewed the application for appointment as a designated lay minister (DLM 502(b)) does hereby make the following decision:

- We recommend to the Presbytery Education and Students Committee that the above applicant be assessed for suitability as a
- Designated Lay Minister
- and include further comments in an attached letter as necessary.
- We recommend to the Presbytery Education and Students Committee that the above applicant continue in active lay ministry within the congregation and include further comments in an attached letter as necessary.

_____	_____	_____	_____
Clerk of Session or equivalent	Year	Month	Day

Distribution

Session makes one copy of completed DIS 202(a) and DLM 502(b) and attachments, and completed DLM 503 and distributes as follows:

- Originals to the Presbytery/District Education and Students Committee
- Copy to the session files

Action of Presbytery/District Education and Students Committee

The Presbytery/District E&S Committee of _____ Presbytery/District requests the Interview Board of _____ Conference to interview _____ as a prospective designated lay minister and to assess readiness for congregational leadership.

 Presbytery/District Education and Students Chair Year Month Day

Distribution
 Presbytery/District E&S Committee makes one copy of completed DIS 202(a) and DLM 503 and attachments, and distributes as follows:

- Originals to the Conference Interview Board
- Copy to the Presbytery/District E&S Committee files

Action of Conference Interview Board

This is to certify that on _____ at _____ the Interview Board met with _____ on behalf of _____ Presbytery/District.

*Note: The Conference Interview Board should attach a detailed **confidential** report to the Presbytery/District E&S Committee outlining the Board's findings and reasons for their recommendations.*

 Chair of Conference Interview Board Year Month Day

Distribution
 Conference Interview Board makes one copy of completed DIS 202(a) and attachments and completed DLM 503 and attachments and distributes as follows:

- Originals **returned** to the presbytery/district
- Copy to Conference Interview Board files

Police Records Check

A current vulnerable sector (level 2) police records check has been seen by members of the Presbytery E&S Committee.

Date of the query: _____

Member of Presbytery Education and Students Committee Year Month Day

Member of Presbytery Education and Students Committee Year Month Day

Action of Presbytery/District

The _____ Presbytery/District,
on the advice of its Education and Students Committee, which has:

- reviewed the application DLM 502(b) of the individual named above
- reviewed the report of the discernment committee (DIS 202(a)) and the session, or its equivalent
- reviewed the report of the Conference Interview Board
- met with and interviewed the applicant
- ensured a current police records check has been seen

did by formal resolution on Year _____ Month _____ Day _____

- Receive her/him as an** **Decline to receive her/him as an**
- Applicant for Designated Lay Minister

and also recommends the DLM applicant as ready for appointment.

Secretary of Presbytery/District Year Month Day

Distribution

Presbytery/District Secretary makes three copies of this form, and distributes as follows:

- Originals** to Ministry Vocations, Ministry and Employment Unit
- One copy to the **individual**
- One copy to the **session**
- One copy to the **Presbytery/District Education and Students Committee**