THE UNITED CHURCH OF CANADA
L'ÉGLISE UNIE DU CANADA
Ministry and Employment Unit

Pastoral Charge Request for Categorization (PR 462 CA)

This form must be completed by pastoral charges requesting a position categorization for a lay ministry position. Please see the *Congregational Designated Ministers Policy and Procedures* for reference.

Processing/Routing:

- *Please print clearly.*
- Pastoral charge completes Parts A and B, and forwards to the Pastoral Relations Committee.
- Pastoral Relations Committee completes Part C and forwards to the presbytery.
- Presbytery completes Part D, retains a copy, sends a copy to the Conference, and forwards to the pastoral charge.
- ***Every person who signs this form must keep a copy for his/her own records***.

Part A: Pastoral Charge Information

Pastoral Charge Name: _____

Postal address: _____
Post office box/street address City Province Postal code

Telephone: _____ _____
Office Fax

Email: _____

Part B: Position Description (please include the following elements in the position description for assessment)

❑ Position Title ❑ Skills and knowledge requirements ❑ JNAC, if applicable
❑ Areas of responsibility ❑ Areas of accountability and collaboration

Part C: Pastoral Relations Assessment

Based on an assessment of the attached documents, the position description has been categorized as:

❑ Congregational Designated Minister (CDM) ❑ Designated Lay Minister (DLM) ❑ Lay Employee

_____ _____ _____
Month/day/year Signature: Chair, Pastoral Relations Committee Printed Name: Chair, Pastoral Relations Committee

_____ _____ _____
Month/day/year Signature: Member, Pastoral Relations Committee Printed Name: Member, Pastoral Relations Committee

Part D: Presbytery Categorization

_____ Presbytery has approved the categorization of the attached position description.

_____ _____ _____
Month/day/year Signature: Presbytery Secretary Printed name: Presbytery Secretary

The use, retention and disclosure of personal information collected from this form is done in compliance with privacy legislation including, but not limited to, the *Personal Information Protection and Electronic Documents Act* (2000, c.5). ** THIS FORM IS NOT VALID IF ALTERED **