



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

Ministry Vocations, Ministry and Employment Unit
3250 Bloor St. West, Suite 200, Toronto, ON M8X 2Y4

Actions by Governing Body and Presbytery Regarding Inquirers for Order of Ministry

To be used by the governing body of a pastoral charge to make a recommendation to the presbytery for action on the report of a Discernment Committee (DIS 202(a)) and the inquirer's application to be received as a candidate for the Order of Ministry (CAN 202(b)).

Inquirer's Contact Information

First name Middle Last name

Address City

Province Postal code Home phone

E-mail Other phone

The inquirer became a member of The United Church of Canada on _____ at _____.
Date Pastoral Charge

Action of the Governing Body

The governing body of _____ in _____ presbytery, having reviewed the report of the Discernment Committee (DIS 202(a))

supports does not support its recommendations.

And having reviewed the application to be received as a candidate for the Order of Ministry (CAN 202(b)) makes the following recommendation:

- that the above-named inquirer be assessed for suitability as a
 Candidate for Ordained Ministry Candidate for Diaconal Ministry
 that the above-named inquirer continue in active lay ministry within the congregation

Further comments about the governing body's recommendation may be included in an attached letter.

Chair of governing body Year Month Day

Distribution

Governing body makes one copy of completed DIS 202(a) and CAN 202(b) with attachments, and completed CAN 203, and distributes as follows:

- Originals to the presbytery Education and Students Committee
 Copy to the governing body of the pastoral charge

Action of Presbytery Education and Students Committee

The Education and Students Committee of the above presbytery requests the Interview Board of _____ Conference to interview the above inquirer as a prospective candidate for

- Diaconal Ministry Ordained Ministry

And to assess

- suitability for the Shorter Course
 suitability for candidacy
 readiness for congregational leadership
 capacity for self-directed learning (ministry-based education program)

 Presbytery Education and Students Chair

 Year Month Day

Distribution

Presbytery Education and Students Committee makes one copy of completed DIS 202(a)/CAN 202(b) and attachments and completed CAN 203 and attachments and distributes as follows:

- Originals to the Conference Interview Board
 Copy to the Presbytery Education and Students Committee files

Action of Conference Interview Board

This is to certify that on _____ at _____

the Interview Board met with the above inquirer on behalf of the above presbytery.

*Note: The Conference Interview Board should attach a detailed **confidential** report to the presbytery Education and Students 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), CAN 202(b) and attachments, and completed CAN 203 and attachments and distributes as follows:

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

Police Records Check

A current police records check has been seen by members of the presbytery Education and Students 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

Mandatory Trainings

The presbytery Education and Students Committee confirms that the inquirer has completed the two mandatory trainings on the following dates:

Racial Justice Training: Year _____ Month _____ Day _____

Sexual Misconduct Response and Prevention Training: Year _____ Month _____ Day _____

Action of Presbytery

The _____ presbytery, on the advice of its Education and Students Committee, which has

- reviewed the application CAN 202(b) of the individual named above
- reviewed the report of the Discernment Committee (DIS 202(a)) and the governing body
- reviewed the report of the Conference Interview Board
- met with and interviewed the inquirer
- ensured a current police records check has been seen
- ensured that the two mandatory trainings have been completed

did by formal resolution on Year _____ Month _____ Day _____

- Receive the inquirer as a**
- Decline to receive the inquirer as a**
- Candidate for Diaconal Ministry
- Candidate for Ordained Ministry

And:

- agrees that the candidate has demonstrated capacity to undertake the _____ program of studies at the following theological school: _____.
- recommends the candidate as ready for a student supply appointment to fulfill Supervised Ministry Education requirements
- recommends the candidate as ready for a student supply appointment without educational supervision

 Secretary of Presbytery/District

 Year Month Day
Distribution

Presbytery/district secretary makes copies of completed DIS 202(a) and CAN 202(b) and attachments, and completed CAN 203 and attachments, and distributes as follows:

- One copy to the Ministry and Employment Unit (General Council Office)*
- One copy to the Conference*
- One copy to the individual*
- One copy to the theological school where the candidate will pursue required program of study*
- One copy to the governing body of the pastoral charge*
- Originals to the Presbytery Education and Students Committee*
- If approving a candidate as "eligible for appointment," presbytery also completes CAN 203(b) and forwards it as indicated on the form.*