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

Ministry Personnel Information Sheet (PR 401 IS)

This form must be completed with every change in pastoral relations.

Processing/routing:

- *Please print clearly.*
- Ministry personnel completes Parts A, B, and C, attaches a current resume or PR 402 IS Ministry Personnel Information Sheet, and forwards to the Conference office.
- Appropriate Conference staff person completes Part D and forwards to the Ministry and Employment Unit of the General Council Office.
- Ministry personnel may attach PR 424 EA Record of Ministry Personnel Eligible for Availability List and/or PR 426 AS Application for Settlement: Order of Ministry.
- ***Every person who signs this form must keep a copy for his/her own records***.

Part A: Identification of ministry personnel

Name: _____

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

Telephone: _____ Home _____ Office

_____ Fax _____ E-mail

Emergency contact: _____ Name _____ Home and office phone numbers

_____
Post office box/street address City Province Postal code

Part B: Ministry personnel type—Please select the designation which you currently hold, as of this date:

❑ Candidate ❑ Diaconal Supply (non-United) ❑ Ordained Minister
❑ Diaconal Minister ❑ Designated Lay Minister ❑ Ordained Supply (non-United)

Part C: Education, work experience, and special training

A current resumé listing education, languages spoken, work experience or positions served, and special training and experience (or form PR 402 IS) must be attached to this completed form and forwarded to the Conference office.

_____ Month/day/year _____ Signature: Ministry personnel _____ Printed name: Ministry personnel

Part D: Acknowledgement

I acknowledge receipt of this Ministry Personnel Information Sheet and have forwarded a copy to the Human Resources Unit of the General Council Office.

_____ Month/day/year _____ Signature: Appropriate Conference staff person _____ Printed name: Appropriate Conference staff person

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 **