



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

## Ministry Personnel Information Sheet (MEPS 401 IS)

This form is used to indicate a change in pastoral relations.

### Processing/Routing

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

### Part A: Contact Information

Name: \_\_\_\_\_

Postal address: \_\_\_\_\_  
Post office box/street address                      City                      Province                      Postal code

Telephone: \_\_\_\_\_  
Home                      Office  
 \_\_\_\_\_  
Fax                      E-mail

**Part B: Category of Ministry**—Please select the designation that you currently hold, as of this date:

- Candidate                       Designated Lay Ministry – Applicant                       Ordained Supply (non-United)  
 Diaconal Minister                       Designated Lay Ministry – Recognized  
 Diaconal Supply (non-United)                       Ordained Minister

### Part C: Education, Work Experience, and Special Training

A current résumé 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 Ministry and Employment Unit of the General Council Office.

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