



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

Record of Pastoral Charge Vacancy (MEPS 425 V)

This is used to record and monitor pastoral charge vacancies.

Processing/Routing

- *Please print clearly.*
- Presbytery Pastoral Relations Committee completes Part A and forwards to presbytery.
- If a manse is associated with this pastoral charge, form PR 436 MI (Manse Information Summary Sheet) must be attached.
- Presbytery/district completes Part B and forwards to Conference office.
- *Every person who signs this form must keep a copy for their own records.*

Part A: Identification

Pastoral charge:

 Name of pastoral charge

Presbytery:

 Name of presbytery

Vacancy declared by presbytery on:

 Date

Type of vacancy—please select with an “x” one of the following types of vacancies:

Full-time Position title: _____ No. of hours per week: _____ Start date: _____

Part-time Position title: _____ No. of hours per week: _____ Start date: _____

Please attach these documents:

PR 403 JN (Record of Joint Needs Assessment Report)

PR 436 MI (Manse Information Summary Sheet) if applicable

and/or other: _____

Part B: Authorization of Release of Information

Please list the vacancy identified above on Conference Vacancy Listing, starting: _____

 Month/day/year

Presbytery/district is responsible for informing the Conference when the listing should end.

Ministry personnel may direct inquiries or applications to the following contact person of the pastoral charge or the presbytery representative:

Name:

 Name

Postal address:

 Post office box/street address

 City

 Province

 Postal code

Telephone:

 Home

 Office

 Fax

 E-mail

 Month/day/year

 Signature: Secretary of presbytery

 Printed name: Secretary of presbytery