



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

Application for Settlement: Order of Ministry (PR 426 AS)

Members of the Order of Ministry must use this form to request settlement
(*The Manual*, current version, Section 043).

Processing/Routing:

- *Please print clearly.*
- Member of Order of Ministry completes Parts A and B and forwards to presbytery/district.
- Presbytery/district completes Part C and forwards to Conference office.
- Conference office completes Part D.
- *Every person who signs this form must keep a copy for his/her own records.*

Part A: Identification of member of Order of Ministry

Minister's name: _____

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

Telephone: _____
Home Office

Fax E-mail

Order of Ministry type: Ordained Minister Diaconal Minister

Ordination: _____
Conference Year ordained

Commissioning: _____
Conference Year commissioned

Admission: _____
Conference Year admitted

Current presbytery/district membership: _____
Name of presbytery/district

Please attach these documents: Résumé Form PR 401 IS Form PR 402 IS

Part B: Request for settlement

I request settlement, effective _____.
Date

I am available for settlement within: _____
Name of Conference

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 ****

I am available for transfer and settlement to the following named Conferences: _____

I have given notice to my current pastoral charge (if applicable) _____
Name of pastoral charge

and presbytery _____, (*Yes/No*) understanding that a request to end a pastoral relationship must be received with 90 days' notice (*The Manual*, section 046).

I undertake to suspend my participation in any call process as an applicant for call or appointment from the date of this request until the action of the Settlement Committee to decline this request, to settle me in response to this request, or to accept my withdrawal of this request.

Month/day/year

Signature: Ministry personnel

Printed name: Ministry personnel

Part C: Confirmation of standing by presbytery/district

This person is in good standing. Yes No

If the person is not in good standing, please explain in the space provided or with attached documentation.

Month/day/year

Signature: Secretary of presbytery/district

Printed name: Secretary of presbytery/district

Part D: Settlement committee receipt and response

Date of receipt of this request: _____

Confirmed with Conference office: _____
Name of appropriate Conference staff person and name of Conference

Month/day/year

Signature: Authorized settlement officer

Printed name: Authorized settlement officer

Action taken: _____
