



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

**Application for Settlement: Presbytery Recognized Ministry
 (PR 428 PRM)**

Presbytery recognized ministries use this form to request settlement
 (*The Manual*, current version, sections H.5.2 and I.2.3).

Processing/Routing

- *Please print clearly.*
- Search Committee and/or requesting ministry completes Part A and forwards to presbytery.
- Presbytery completes Part B and forwards to chair of Conference Settlement Committee.
- *Every person who signs this form must keep a copy for their own records.*

Part A: Actions of the presbytery recognized ministry

Name of presbytery recognized ministry: _____

Name of presbytery: _____

Type of presbytery recognized ministry:

Chaplaincy Community Ministry Other _____

Please attach the following documents:

- | | |
|---|---|
| <input type="checkbox"/> Position description | <input type="checkbox"/> Terms of settlement |
| <input type="checkbox"/> Mission statement/statement of purpose | <input type="checkbox"/> Organizational (polity and policy) profile |
| <input type="checkbox"/> Personnel (human resources) policy profile | <input type="checkbox"/> Financial profile (presenting a 3-year budget) |

Type of vacancy (please select one of the following):

Full-time Position title: _____ Based on 40 hours per week. Start date: _____

Part-time* Position title: _____ Based on ___ hours per week. Start date: _____

The requesting ministry recommends that this ministry position be filled through the settlement process, and that any search process be suspended from the date of presbytery approval of this request until Settlement Committee action to fill the position or to refer it back to the search committee.

Settlement of a member of the Order of Ministry of the United Church of Canada to a presbytery recognized ministry can only be made if there is a willingness of the requesting institution to be part of a covenant with The United Church of Canada.

 Month/day/year

 Signature: Chair of board/council or secretary of
 governing body of presbytery recognized ministry

 Printed name: Chair of board/council or secretary of
 governing body of presbytery recognized ministry

Part B: Action of presbytery

The presbytery approves the request that the ministry position be filled through the settlement process, and that any search process be suspended from the date of approval until Settlement Committee action.

Month/day/year

Signature: Secretary of presbytery

Printed name: Secretary of presbytery

Part C: Action by Conference Settlement Committee

Date received by Conference Settlement Committee: _____

Terms, including financial remuneration and vacation, for the requested settlement, are as listed or attached:

For reference, please see the current United Church of Canada Salary and Allowances Schedule.

Month/day/year

Signature: Conference settlement chair

Printed name: Conference settlement chair

<p>The settlement site contribution to moving expenses is \$1,500. Please make cheques payable to The United Church of Canada.</p>
