



**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 must use this form to request settlement (*The Manual*, current version, Section 043).

**Processing/Routing:**

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

**Part A: Actions of the presbytery-recognized ministry**

Name of presbytery-recognized ministry: \_\_\_\_\_

Name of presbytery/district: \_\_\_\_\_

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/district 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  
board/council of presbytery-recognized ministry

\_\_\_\_\_  
Printed name: Chair of board/council or secretary of  
board/council of presbytery-recognized ministry

**Part B: Action of presbytery/district**

The PRESBYTERY/DISTRICT 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/district

\_\_\_\_\_  
Printed name: Secretary of presbytery/district

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