



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

Retained on the Roll (PR 442 RR)

Part A: Identification of ministry personnel

Processing/Routing

- Please print clearly.
- Members of the order of ministry complete Parts A through C and forward to chair of the Pastoral Relations Committee (or designate).
- Secretary of presbytery completes Part D and forwards to Conference office.
- Conference office completes Part E and forwards to the Ministry and Employment Unit of the General Council Office.
- Every person who signs this form must keep a copy for their own records.

Name: _____

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

Telephone: _____
Home Cell

_____ Fax _____ E-mail _____

Status: Ordained Diaconal

Part B: Retained on the roll

For one of the following reasons:

- | | |
|--|---|
| <input type="checkbox"/> Continuing education* | <input type="checkbox"/> Long-term disability |
| <input type="checkbox"/> In search of a call/appointment (including Interim Ministers) | <input type="checkbox"/> Maternity/parental leave |
| <input type="checkbox"/> Leave of absence | <input type="checkbox"/> Other employment** |

* Include description of educational program.

** Include position description of other employment.

Part C: Pension and Group Benefits Plans

Current/proposed relationship with United Church Pension and Group Benefits Plans: _____

I understand that this request must be renewed and approved **annually** for each pastoral year.

Month/day/year

Name

Part D: Presbytery Action

The request by _____ to be retained on the roll of
Name of ministry personnel

Name of presbytery

_____ Presbytery, to be effective _____,
Month/day/year

for the pastoral year ending June 30, _____ as:
Year

Reason for being retained on the roll from previous page

Date

Signature: Secretary of presbytery

Printed name: Secretary of presbytery

Part E: Transfer by presbytery of membership of the member of the order of ministry (if required)

_____ Presbytery approves the transfer of membership of the ordered minister named in this covenant to enable this settlement/appointment.

Date (mm/dd/yy)

Signature

Printed name

Title/position

Part F: Conference office action on roll request

Conference confirms receipt of this record and circulation to Conference officers as required. A copy has been forwarded to the Ministry and Employment Unit of the General Council Office.

Notes/Comments:

Month/day/year

Signature: Appropriate Conference staff

Printed name: Appropriate Conference staff