



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

**Record of Transfer (PR 451 TR)**

This form is to be used to transfer members of the Order of Ministry between Conferences  
or between presbyteries/districts within the same Conference.

**Processing/Routing:**

**If the ministry personnel is moving between presbyteries/districts in the same Conference, Parts A, B, and C must be completed.**

- Receiving presbytery/district completes Parts A and B and forwards to secretary of current presbytery/district.
- Current secretary of presbytery/district completes the first part of Part C and forwards to authorized elected officer of her/his Conference.
- Authorized elected officer of Conference completes Part C and forwards to Conference office.
- Conference office retains this form, with copies to the Ministry and Employment Unit of the General Council Office, and to each of the two presbyteries/districts involved.
- *Every person who signs this form must keep a copy for his/her own records.*

**If the ministry personnel is moving between Conferences, Parts A, B, C, and D must be completed.**

- Presbytery/district issuing call or appointment (receiving presbytery/district) completes Parts A and B and forwards to secretary of current presbytery/district.
- Secretary of current presbytery/district completes the first part of Part C and forwards to authorized elected officer of her/his Conference.
- Authorized elected officer of current Conference completes Part C and forwards to authorized elected officer of receiving Conference.
- Authorized elected officer of receiving Conference completes Part D and forwards to Conference office.
- Conference office retains this form and forwards a copy to the Ministry and Employment Unit of the General Council Office, and to each of the two presbyteries/districts involved.
- *Every person who signs this form must keep a copy for his/her own records.*

**Part A: Identification of order of ministry**

Minister's name: \_\_\_\_\_

Order of Ministry type:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Diaconal Minister            | <input type="checkbox"/> Ordained Minister            | <input type="checkbox"/> Retired Diaconal Minister |
| <input type="checkbox"/> Diaconal Supply (non-United) | <input type="checkbox"/> Ordained Supply (non-United) | <input type="checkbox"/> Retired Ordained Minister |

Current presbytery/district: \_\_\_\_\_ Conference: \_\_\_\_\_

**Part B: Action of presbytery/district (to be filled out if accepting a call or settlement)**

**A call/settlement has been approved for** \_\_\_\_\_ **to**  
Name of member of Order of Ministry

\_\_\_\_\_ **in** \_\_\_\_\_ **Presbytery/District**  
Name of pastoral charge

**in** \_\_\_\_\_ **Conference effective** \_\_\_\_\_  
Start date (month/day/year)

**OR An appointment has been approved for** \_\_\_\_\_ **to**  
Name of member of Order of Ministry

\_\_\_\_\_ in \_\_\_\_\_ Presbytery/District  
Name of pastoral charge

effective \_\_\_\_\_  
Start date (month/day/year)

**OR Other church appointment has been approved for** \_\_\_\_\_ to  
Name of member of Order of Ministry

\_\_\_\_\_ other church appointment effective \_\_\_\_\_  
Start date (month/day/year)

Documents filed/attached: Form(s) \_\_\_\_\_ Other: \_\_\_\_\_

**OR This person is being transferred without appointment to** \_\_\_\_\_ Presbytery/District

in \_\_\_\_\_ Conference, effective \_\_\_\_\_  
Start date (month/day/year)

**Receiving Presbytery/District Approval**

\_\_\_\_\_ Presbytery/District agrees to the proposed change of membership.

\_\_\_\_\_  
Month/day/year                      Signature: Secretary of presbytery/district                      Printed name: Secretary of presbytery/district

**Part C: To be completed for all transfers**

**Current presbytery/district approval**

\_\_\_\_\_ Presbytery/District agrees to the proposed change of membership.

\_\_\_\_\_  
Month/day/year                      Signature: Secretary of presbytery/district                      Printed name: Secretary of presbytery/district

**Current Conference confirmation**

\_\_\_\_\_ Conference confirms the proposed changes noted above.

\_\_\_\_\_  
Month/day/year                      Signature: Chair of settlement                      Printed name: Chair of settlement

**Part D: To be completed for transfers between Conferences**

**Confirmation of receiving Conference**

\_\_\_\_\_ Conference has received the transfer for \_\_\_\_\_  
Name of order of ministry

\_\_\_\_\_  
Month/day/year                      Signature: Appropriate Conference staff                      Printed name: Appropriate Conference staff

\_\_\_\_\_  
Month/day/year                      Signature: Authorized elected officer of Conference                      Printed name: Authorized elected officer of Conference