



**The United Church of Canada  
L'Église Unie du Canada**

**Ministry Vocations, Human Resources Unit**  
3250 Bloor St. West, Suite 300, Toronto, ON M8X 2Y4

## Presbytery/District Record Card for Designated Lay Ministers

First name \_\_\_\_\_ Middle \_\_\_\_\_ Last name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Province \_\_\_\_\_ Postal code \_\_\_\_\_ Home phone \_\_\_\_\_

E-mail \_\_\_\_\_ Other phone \_\_\_\_\_

Date joined United Church \_\_\_\_\_

Congregation \_\_\_\_\_

### Discernment (Form DIS 201)

Congregational action (date) \_\_\_\_\_

Congregation \_\_\_\_\_

Member of United Church for more than two years  yes  no

Received form DIS 201 (date) \_\_\_\_\_

Presbytery/District E&S recognized inquirer (date) \_\_\_\_\_

Forwarded DIS 201 to Ministry Vocations, Human Resources Unit (date) \_\_\_\_\_

### Designated Lay Minister Status (Form DLM 503)

Previously an inquirer or candidate  yes (see next line)  no

If yes, contacted previous Presbytery/District E&S and Ministry Vocations (date) \_\_\_\_\_

Received DLM 503 (date) \_\_\_\_\_

Forwarded DLM 503 to CIB (date) \_\_\_\_\_

Received report from CIB (date) \_\_\_\_\_

Date of interview \_\_\_\_\_

Saw police records check (level 2 vulnerable sector) (date) \_\_\_\_\_  
*It is policy that a police records check be seen every three years.*

Recommended as eligible to seek a DLM appointment  yes  no

Presbytery/district motion to approve (date) \_\_\_\_\_

Forwarded DLM 503 to Ministry Vocations, Human Resources Unit (date) \_\_\_\_\_

**Employment Status (Form PR 433 AP)**

Presbytery/district completed DLM 503(b) and forwarded to appointing Presbytery/District Pastoral Relations Committee (date) \_\_\_\_\_

Name of pastoral charge \_\_\_\_\_

Name of educational supervisor \_\_\_\_\_

Contact info for educational supervisor \_\_\_\_\_

**Annual Interviews**

Sent DLM 505 to DLM	Reviewed DLM 505, Program Centre report, and evaluations	Date interviewed DLM	Recommend to continue as DLM	Date of presbytery/district action	Received DLM 509 and made recommendation to presbytery/ Sent DLM 509 to HR (date)
			<input type="checkbox"/> yes <input type="checkbox"/> no		
			<input type="checkbox"/> yes <input type="checkbox"/> no		
			<input type="checkbox"/> yes <input type="checkbox"/> no		
			<input type="checkbox"/> yes <input type="checkbox"/> no		

**Educational Data**

Other required educational courses as determined by Presbytery/District E&S:

Course	Date completed
_____	_____
_____	_____
_____	_____
_____	_____

**Reports from Program Centre (DLM 517)**

Dates	Location	Satisfactory	
_____	_____	<input type="checkbox"/> yes	<input type="checkbox"/> no
_____	_____	<input type="checkbox"/> yes	<input type="checkbox"/> no
_____	_____	<input type="checkbox"/> yes	<input type="checkbox"/> no

**Reports on Educational Supervision (Form DLM 508)**

Dates of Supervision	Pastoral Charge	Satisfactory	
_____	_____	<input type="checkbox"/> yes	<input type="checkbox"/> no
_____	_____	<input type="checkbox"/> yes	<input type="checkbox"/> no
_____	_____	<input type="checkbox"/> yes	<input type="checkbox"/> no

**Recognition by Presbytery**

E&S interviewed DLM (date) \_\_\_\_\_

Saw police records check (date) \_\_\_\_\_

*It is policy that a police records check be seen every three years.*

E&S recommend for recognition       yes       no

Presbytery/district action (date) \_\_\_\_\_

Forwarded DLM 509 to Ministry Vocations (date) \_\_\_\_\_

Recognition as DLM (date) \_\_\_\_\_ Place \_\_\_\_\_

**Files**

If withdrawn, send complete file to Ministry Vocations, Human Resources Unit (date) \_\_\_\_\_