



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

**Ministry Vocations  
Ministry and Employment Unit**

3250 Bloor St. West, Suite 300, Toronto, ON M8X 2Y4

## **Actions by Session and Presbytery/District Regarding Applicants for Designated Lay Ministry**

*To be used by a Session to make a recommendation to the presbytery/district for action on the report of a discernment committee (DIS 202(a)) and an application for appointment as a designated lay minister (DLM 502(b)).*

### **Individual's Contact Information**

First name	Middle	Last name
Address		City
Province	Postal code	Home phone
E-mail	Other phone	

### **Action of Session**

The session (or its equivalent) of \_\_\_\_\_ Congregation in  
\_\_\_\_\_ Presbytery/District,

having reviewed the report of the discernment committee (DIS 202(a)) does hereby

support  not support its recommendations.

And having reviewed the application for appointment as a designated lay minister (DLM 502(b)) does hereby make the following decision:

- We recommend to the Presbytery Education and Students Committee that the above applicant be assessed for suitability as a
- Designated Lay Minister
- and include further comments in an attached letter as necessary.
- We recommend to the Presbytery Education and Students Committee that the above applicant continue in active lay ministry within the congregation and include further comments in an attached letter as necessary.

_____	_____	_____	_____
Clerk of Session or equivalent	Year	Month	Day

#### **Distribution**

*Session makes one copy of completed DIS 202(a) and DLM 502(b) and attachments, and completed DLM 503 and distributes as follows:*

- Originals to the Presbytery/District Education and Students Committee
- Copy to the session files

## Action of Presbytery/District Education and Students Committee

The Presbytery/District E&S Committee of \_\_\_\_\_ Presbytery/District requests the Interview Board of \_\_\_\_\_ Conference to interview \_\_\_\_\_ as a prospective designated lay minister and to assess readiness for congregational leadership.

\_\_\_\_\_  
 Presbytery/District Education and Students Chair                      Year                      Month                      Day

**Distribution**  
 Presbytery/District E&S Committee makes one copy of completed DIS 202(a) and DLM 503 and attachments, and distributes as follows:

- Originals to the Conference Interview Board
- Copy to the Presbytery/District E&S Committee files

## Action of Conference Interview Board

This is to certify that on \_\_\_\_\_ at \_\_\_\_\_ the Interview Board met with \_\_\_\_\_ on behalf of \_\_\_\_\_ Presbytery/District.

*Note: The Conference Interview Board should attach a detailed **confidential** report to the Presbytery/District E&S Committee outlining the Board's findings and reasons for their recommendations.*

\_\_\_\_\_  
 Chair of Conference Interview Board                      Year                      Month                      Day

**Distribution**  
 Conference Interview Board makes one copy of completed DIS 202(a) and attachments and completed DLM 503 and attachments and distributes as follows:

- Originals **returned** to the presbytery/district
- Copy to Conference Interview Board files

## Police Records Check

A current vulnerable sector (level 2) police records check has been seen by members of the Presbytery E&S Committee.

Date of the query: \_\_\_\_\_

\_\_\_\_\_  
Member of Presbytery Education and Students Committee      Year      Month      Day

\_\_\_\_\_  
Member of Presbytery Education and Students Committee      Year      Month      Day

## Action of Presbytery/District

The \_\_\_\_\_ Presbytery/District,  
on the advice of its Education and Students Committee, which has:

- reviewed the application DLM 502(b) of the individual named above
- reviewed the report of the discernment committee (DIS 202(a)) and the session, or its equivalent
- reviewed the report of the Conference Interview Board
- met with and interviewed the applicant
- ensured a current police records check has been seen

did by formal resolution on      Year \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_

- Receive her/him as an**       **Decline to receive her/him as an**
- Applicant for Designated Lay Minister

**and also** recommends the DLM applicant as ready for appointment.

\_\_\_\_\_  
Secretary of Presbytery/District      Year      Month      Day

### **Distribution**

*Presbytery/District Secretary makes three copies of this form, and distributes as follows:*

- Originals** to Ministry Vocations, Ministry and Employment Unit
- One copy to the **individual**
- One copy to the **session**
- One copy to the **Presbytery/District Education and Students Committee**