



**The United Church of Canada
L'Église Unie du Canada
Ministry and Employment Unit**

Ministry Personnel Personal Information Form (PR 404)

This form is to be filled in and submitted once by all ministry personnel currently serving in a pastoral relationship, presbytery-accountable ministry, or presbytery-recognized ministry. Please print clearly.

Part 1

Please provide all the requested information in this part.

Name

Surname: _____ Given name(s): _____

Given name used: _____

Previous legal names: _____

Address

Home address: _____

(line 2, if needed): _____

 City/Town Province Postal code

Telephone numbers (include area code)

Check the one preferred for use

Home: _____

Work: _____

Cell: _____

E-mail addresses

Check the one preferred for use

Personal: _____

Work: _____

Fax numbers

Check the one preferred for use

Personal: _____

Work: _____

Personal details

Gender identity: female male self-identify: _____

Date of birth (month/day/year) _____

Pension number (if applicable) _____

Present vocational category

- | | |
|---|---|
| <input type="checkbox"/> Candidate for Diaconal Ministry | <input type="checkbox"/> Diaconal Minister |
| <input type="checkbox"/> Candidate for Ordained Ministry | <input type="checkbox"/> Diaconal Minister—Other Denomination |
| <input type="checkbox"/> Designated Lay Minister—Applicant | <input type="checkbox"/> Ordained Minister |
| <input type="checkbox"/> Designated Lay Minister—Recognized | <input type="checkbox"/> Ordained Minister—Other Denomination |

Home presbytery: _____ Home Conference: _____

Education

Degrees/diplomas received (non-honorary)	Conferring institution	Date completed (DD/MM/YYYY)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Emergency contact

Name: _____ Relationship to you: _____

Contact's home telephone: _____ Contact's work telephone: _____

Contact's cell phone: _____

Signature

Signature Month Day Year

Distribution

- Please mail this form (with Part 2, if completed) to:
 - Pastoral Relations
 - Ministry and Employment Unit
 - The United Church of Canada
 - 3250 Bloor St. West, Suite 200
 - Toronto, ON M8X 2Y4

or fax it to 416-232-6072

or scan and e-mail it to MinistryandEmployment@united-church.ca
- Retain a copy of the completed form for your records.

Policy on the Collection, Protection, and Retention of Ministry Personnel Personal Information in Part 2 of Form PR 404 and in Part 2 of Form PR 405

Purpose

The United Church of Canada is committed to being an intercultural church. In addition, the United Church of Canada is supportive of diversity among its ministry personnel and is committed to increasing its awareness of the demographic diversity of its ministry personnel.

Policy

1. The collection of demographic information on ministry personnel that is of a personal nature shall be the responsibility of the Ministry and Employment Unit.
2. The collection of demographic information on ministry personnel shall be undertaken periodically by the Ministry and Employment Unit.
3. The collection, protection, and retention of demographic information on ministry personnel shall comply with The United Church of Canada's Personal Information Policy (found at www.united-church.ca/leadership/supporting-ministry/ministry-vitality; see Downloads at bottom of page). In the event of a discrepancy between the provisions of this policy and The United Church of Canada's Personal Information Policy, the terms of the latter policy shall apply.
4. Demographic information collected may include such information as marital status, gender identity, sexual orientation, ethnic origin and diversity, disabilities, etc.
5. Ministry personnel may choose to provide the information requested. Ministry personnel are not required to provide this demographic information to the Ministry and Employment Unit and there will be no adverse consequences to them if they choose not to provide the information.
6. The Ministry and Employment Unit shall ensure that such information is protected and is only able to be linked to an identifiable member of the ministry personnel by authorized staff of the General Council Office for data entry, database support, and demographic statistical analysis purposes.
7. Data on languages spoken may be linked to identifiable ministry personnel and shared with those responsible for the Admissions program, to assist in communicating with applicants for admission whose skills in English or French may be limited.
8. The information gained through the collection of demographic information on ministry personnel shall not be used for call, settlement, appointment, or employment purposes.
9. The Ministry and Employment Unit shall report periodically to the General Council Executive through the Permanent Committee on Ministry and Employment Policies and Services on the demographics of ministry personnel. Such reports will not link demographic information to identifiable ministry personnel.
10. The demographic information on ministry personnel shall be retained in accordance with procedures established by the Archives of The United Church of Canada.

Part 2

In an effort to obtain more accurate information on the demographic diversity of our ministry personnel, we ask for the following information. Completion of this part is optional but would be very much appreciated. This data will be retained for statistical purposes only.

Marital status

- | | |
|---|---|
| <input type="checkbox"/> Divorced | |
| <input type="checkbox"/> In a common-law relationship | <input type="checkbox"/> If yes, are you part of a clergy couple? |
| <input type="checkbox"/> Married | <input type="checkbox"/> If yes, are you part of a clergy couple? |
| <input type="checkbox"/> Separated | |
| <input type="checkbox"/> Single | |
| <input type="checkbox"/> Widowed | |
| <input type="checkbox"/> I choose not to reply | |

Languages spoken fluently (please list all languages, beginning with the one[s] you use daily)

- I choose not to reply

Ethnic background (more than one response may be indicated)

- Aboriginal (North American)/First Nations/Indigenous
- African
- Chinese
- European
- Filipino
- Japanese
- Korean
- Latin American (Colombian, Peruvian, Salvadoran, etc., including Indigenous persons from Central and South America)
- Pacific Islander (Samoan, Tongan, Polynesian, etc.)
- South Asian or East Indian (from Indian sub-continent, Guyana, Trinidad, East Africa, etc.)
- Southeast Asian (Burmese, Cambodian, Laotian, Thai, Vietnamese, etc.)
- West Asian or Arab (Egyptian, Libyan, Algerian, Lebanese, Iranian, etc.)
- Other (please specify): _____
- I choose not to reply

Sexual orientation

- Asexual
- Bisexual
- Gay
- Lesbian
- Pansexual
- Straight (heterosexual)
- Two-spirit
- Other (please specify): _____
- I choose not to reply

Gender identity

- Agender
- Cisgender* man
- Cisgender* woman
- Non-binary
- Transgender man
- Transgender woman
- Two-spirit
- Other (please specify): _____
- I choose not to reply

*Cisgender (conventionally identified sex): people who identify as the same gender they were assigned at birth. Further definitions can be found at www.united-church.ca (search "gender sexuality terms concepts").

Disability (more than one response may be indicated)

- Blind
- Coordination or dexterity limitations
- Deaf or deafened
- Developmental disability
- Invisible disability (chronic illness, chronic pain, etc.)
- Learning disability
- Mental illness (depression, bi-polar, schizophrenia, etc.)
- Physical mobility challenges
- Other (please specify): _____
- I choose not to reply

• Retain a copy of the completed form for your records.