



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

**Discontinued Service List (Voluntary):  
Order of Ministry  
(PR 446 DSV)**

This form must be used by members of order of ministry who are requesting that their names be added to the Discontinued Service List (Voluntary). Please see *The Manual*, current version, sections I.3.3.5, and I.3.3.4.

**Processing/Routing**

- Please print clearly.
- Requesting member of the Order of Ministry completes Parts A and B, and forwards to presbytery.
- Presbytery completes Part C and forwards to Conference office.
- Conference executive secretary completes Part D and forwards to the Ministry and Employment Unit of the General Council Office, with copies to the presbytery and requesting minister.
- Every person who signs this form must keep a copy for their own records.

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

Name of minister: \_\_\_\_\_

Category of ministry:  Ordained Minister  Diaconal Minister

Postal address: \_\_\_\_\_

Post office box/street address      City      Province      Postal code

Telephone: \_\_\_\_\_

Home      Office

\_\_\_\_\_

Fax      E-mail

Current presbytery: \_\_\_\_\_

**Part B: Request by order of ministry**

I request that my name be placed on the Discontinued Service List (Voluntary). The reasons for my request are as follows, or as attached.

\_\_\_\_\_

\_\_\_\_\_

I understand that a recommendation on this request must be made by the presbytery in which I hold membership, and action taken on this request and recommendation by the Conference in which I hold membership.

I understand that once I have been listed on the Discontinued Service List (Voluntary), I may not present myself as a minister of The United Church of Canada, or perform the functions of the ordained or diaconal ministry of this denomination.

The use, retention, and disclosure of personal information collected from this form is done in compliance with privacy legislation and adheres to the principles of the *Personal Information Protection and Electronic Documents Act* (2000, c.5). **\*\* THIS FORM IS NOT VALID IF ALTERED \*\***

I understand that my re-admission to ordained or commissioned status is at the discretion of the denomination within its bylaws, policies, and practices at the time of such re-admission.

\_\_\_\_\_  
Month/day/year

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name

**Part C: Action of presbytery**

The request by \_\_\_\_\_  
Name of ministry personnel

to be placed on the Discontinued Service List (Voluntary) has been reviewed by the presbytery, which has made the following recommendation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Month/day/year

\_\_\_\_\_  
Signature: Authorized presbytery officer

\_\_\_\_\_  
Printed name: Authorized presbytery officer

**Part D: Conference action**

\_\_\_\_\_  
Name of Conference

Conference has received a request to list

\_\_\_\_\_  
Name of ministry personnel

on the

Discontinued Service List (Voluntary). Attached is the following documentation indicating the consent of the person listed:

\_\_\_\_\_

Copies of this record have been circulated to the Ministry and Employment Unit, presbytery, and the person in accordance with the policies and practices of The United Church of Canada.

\_\_\_\_\_  
Month/day/year

\_\_\_\_\_  
Signature: Conference executive secretary

\_\_\_\_\_  
Printed name: Conference executive secretary