



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

Pastoral Charge Request for Categorization (PR 462 CA)

This form must be completed by pastoral charges requesting a position categorization for a lay ministry position. Please see *The Manual*, sections I.1.3.6 and I.1.8.4, and the *Designated Lay Ministers* and *Congregational Designated Ministers* resources for reference (www.united-church.ca/handbooks).

Processing/Routing

- Please print clearly.
- Pastoral charge completes Parts A and B, and forwards to the Pastoral Relations Committee.
- Pastoral Relations Committee completes Part C and forwards to the Presbytery.
- Presbytery completes Part D, retains a copy, sends a copy to the Conference, and forwards to the pastoral charge.
- *Every person who signs this form must keep a copy for their own records.*

Part A: Pastoral Charge Information

Pastoral Charge Name: _____

Postal address: _____
 Post office box/street address City Province Postal code

Telephone: _____
 Office Fax

Email: _____

Part B: Position Description (please include the following elements in the position description for assessment)

- Position Title Skills and knowledge requirements JNAC, if applicable
 Areas of responsibility Areas of accountability and collaboration

Part C: Pastoral Relations Assessment

Based on an assessment of the attached documents, the position description has been categorized as:

- Congregational Accountable Presbytery Accountable

 Month/day/year

 Signature: Chair Pastoral Relations Committee

 Printed Name: Chair Pastoral Relations Committee

Part D: Presbytery Categorization

_____ Presbytery has approved the categorization of the attached position description.

 Month/day/year

 Signature: Presbytery Secretary

 Printed name: Presbytery Secretary