

REQUEST TO DECLARE A MINISTRY POSITION (LC V)

PURPOSE: To provide Presbytery and London Conference with the necessary documents to consider the declaration of a ministry position (changing an existing position, or declaring a vacancy/appointment opening) . To be evaluated for future use in London Conference between July 2013 to August 2015.

WHO USES IT: Local Ministry Unit – to be completed by Governing Body.

WHEN TO USE THIS FORM: When you have completed the Position Description and are ready to request that Presbytery declare a vacancy. Can be used for Interim Ministry and short-term Supply Ministry also.

for internal communication between United Church of Canada Courts

ROUTING: Please keep a copy for your records prior to sending on.

- Governing Body completes Parts A and B; and forwards to Presbytery.
- Part B is completed following a meeting of the Local Ministry Unit.
- Presbytery reviews documents, approves and completes Part D.
- Presbytery forwards the form to London Conference Office (vacancies@londonconference.ca).
- London Conference posts vacancy onto London Conference website (www.londonconference.ca).

PART A: CHECKLIST

- We have reviewed and attached our Annual Ministry and Mission Priorities
- We have developed and attached our Ministry Personnel Position Description
- We have completed and attached our Financial and Demographic Profile
- The required policies and practices are in place within our local ministry unit:
 - Workplace Violence and Harassment Policy (Bill 168);
 - Name and contact information for the Chair of the Ministry and Personnel Committee

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- ADP Payroll number _____
 - IF APPLICABLE: An up-to-date Manse Information Summary Sheet (PR 435 MI) is attached.

PART B: RECOMMENDATION of GOVERNING BODY

The Governing Body of _____ Local Ministry affirmed the attached Ministry and Mission Priorities, Financial and Demographic Profile and the Ministry Personnel Position Description at a meeting on _____ and recommends a vacancy for _____ effective _____:

Month/Day/Year

Signature: Governing Body Designate

Printed Name:

PART C: ACTIONS ARISING FROM A MEETING OF MEMBERS OF LOCAL MINISTRY UNIT:

The _____ Local Ministry affirms the attached Ministry and Mission Priorities, Financial and Demographic Profile and the Ministry Personnel Position Description, at a meeting on _____ and requests that _____ Presbytery declare a vacancy for _____ to be effective _____ (date).

 Month/Day/Year Signature: Chair of Meeting Printed Name (same)

 Month/Day/Year Signature: Recording Secretary Printed Name (same)

We name the following as our Interview Team to represent us:

Interview Team (*recommend no fewer than 5 and no more than 7*): *This committee is inactive until first meeting called by Liaison from London Conference Settlement and Pastoral Relations Committee.*

Name (print)-	Email Address	Phone
Communication Contact		

PART D: Presbytery Confirmation and Action:

_____ Presbytery has reviewed the Local Ministry Unit Ministry and Mission Priorities, Financial and Demographic Profile and Ministry Personnel Position and:

Declares a vacancy for _____ effective _____ (date).

 Month/Day/Year Signature: Presbytery Secretary Printed Name: