



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

Record of Pastoral Charge Vacancy (PR 425 V)

This form must be used to record and monitor pastoral charge vacancies.

Processing/Routing:

- *Please print clearly.*
- Presbytery/district Pastoral Relations Committee completes Part A, obtains PR 436 MI (Manse Information Summary Sheet), if applicable, and PR 403 JN (Record of Joint Needs Assessment Report) from the pastoral charge, attaches additional forms and forwards to presbytery/district.
- Presbytery/district completes Part B and forwards to Conference office.
- *Every person who signs this form must keep a copy for his/her own records.*

Part A: Identification

Pastoral charge: _____

Name of pastoral charge

Presbytery/district: _____

Name of presbytery/district

Vacancy declared by presbytery/district on: _____

Date

Type of vacancy (please select one of the following):

Full-time Position title: _____ Based on 40 hours per week. Start date: _____

Part-time Position title: _____ Based on ___ hours per week. Start date: _____

Please attach these documents:

PR 403 JN (Record of Joint Needs Assessment Report)

PR 436 MI (Manse Information Summary Sheet), if applicable

and/or other: _____

Part B: Authorization of release of information

Please list this vacancy on the Conference/National Vacancy List, beginning: _____

Month/day/year

Presbytery/district is responsible for informing the Conference when the listing should end.

Ministry personnel may direct inquiries or applications to the following contact person of the pastoral charge or the presbytery/district representative:

Name: _____

Name

Postal address: _____

Post office box/street address

City

Province

Postal code

Telephone: _____

Home

Office

Fax

E-mail

Month/day/year

Signature: Secretary of presbytery/district

Printed name: Secretary of presbytery/district