



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

## Community of Faith Request for Categorization of Lay Ministry Position

The regional council is responsible for categorizing new positions as accountable to the governing body of the community of faith, or as ministry personnel positions accountable to the denomination. Please see *The Manual*, section I.11, and the *Congregational Designated Ministers* resource for reference ([www.united-church.ca/handbooks](http://www.united-church.ca/handbooks)).

### Processing/Routing

- Thank you for printing clearly, this allows forms to be saved as digital records.
- Community of faith completes parts A and B, and forwards to Regional Council Pastoral Relations.
- Regional Council Pastoral Relations assesses and categorizes according to the governance structure of regional council. Parts C and D are completed before returning a copy to the community of faith to notify the community of the decision.

### A. COMMUNITY OF FAITH INFORMATION

Community of faith name:	
Mail care of:	PO box:
Street no.:	RR no.:
Street name:	City/Town:
Street type:	Province/State:
Direction:	Postal code/Zip code:
Apt/Suite/Unit:	Country/Region:
<i>In ChurchHub the Street name, Street type, Province, and Country will be dropdown lists.</i>	
Telephone:	E-mail:
Current regional council of membership:	
Partner denomination (if applicable): <sup>6</sup>	

**B. POSITION DESCRIPTION** (please include the following elements in the position description for assessment)

- Position title
- Skills and knowledge requirements
- most recent Profile
- Areas of responsibility
- Areas of accountability and collaboration

**C. PASTORAL RELATIONS ASSESSMENT**

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

- Congregationally Accountable
- Denominationally Accountable

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

\_\_\_\_\_  
Name: Regional Council Pastoral Relations

**D. REGIONAL COUNCIL CATEGORIZATION**

\_\_\_\_\_ Regional Council has approved  
the categorization of the attached position description.

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

\_\_\_\_\_  
Name: Regional council officer

\_\_\_\_\_  
Title