



**THE UNITED CHURCH OF CANADA  
L'ÉGLISE UNIE DU CANADA  
TORONTO CONFERENCE**



## Request for Change of Pastoral Relationship (TC 410 CHG)

- Purpose:** To ensure that there is documentation of the request to change the pastoral relationship when required (*The Manual* 1.3.1) .
- Who uses it:** Ministry personnel (mp) initiating the change.
- When to use this form:** Immediately following notification to the Community of Faith.
- When NOT to use this form:** Changing the terms of an ongoing pastoral relationship  
e.g. moving from appointment to call

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

- The **ministry personnel** completes Part A, sends a copy to the presbytery and gives a copy to the community of faith.
- Presbytery** completes Part B and sends copy to the Settlement and Pastoral Relations Committee administrative assistant.
- Toronto Conference Settlement and Pastoral Relations Committee** completes Part C and sends copy to presbytery office and copies to the ministry personnel and Community of Faith.

**PART A: REQUEST TO CHANGE THE PASTORAL RELATIONSHIP:**

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

Name of Community of Faith \_\_\_\_\_

Name of presbytery \_\_\_\_\_

The effective date of the change is \_\_\_\_/\_\_\_\_/\_\_\_\_ (yyyy/mm/dd).

*\* Reminder to ministry personnel that form PR 442RR (retained on roll) may need to be submitted*

- I have provided a copy of this form to the Community of Faith governing body
- This change is due to retirement. Retirement Date (if not same as effective date) \_\_\_\_/\_\_\_\_/\_\_\_\_ (yyyy/mm/dd)

\_\_\_\_\_  
(yyyy/mm/dd) Signature: Ministry Personnel

\_\_\_\_\_  
Printed Name

**Community of Faith Chair or Secretary – Please check one and sign:**

- 90 days notice has been given
- 90 days notice has been waived by the Community of Faith governing body, at a meeting on:  
\_\_\_\_\_ (yyyy/mm/dd).

\_\_\_\_\_  
Signature: Secretary or Chair of Governing Body

\_\_\_\_\_  
Printed Name

**PART B: ACTION BY PRESBYTERY**

\_\_\_\_\_ presbytery has received this form for information.

\_\_\_\_\_  
yyyy/mm/dd      Signature of presbytery designate      Printed Name

**PART C: ACTION BY TORONTO CONFERENCE**

I confirm that the Settlement and Pastoral Relations Committee of Toronto Conference accepts the request of a change in pastoral relationship of \_\_\_\_\_ (ministry personnel) on \_\_\_\_\_ (yyyy/mm/dd).

\_\_\_\_\_  
Signature of Settlement and Pastoral Relations designate      Printed Name