



When/how to use this form

This form is not used for ministry locations (refer to the process for [Ministry of Pastor in a Ministry Location](#)). Refer to the Creation of New Placements process ([PC-PRO-10](#)) of the Placements Committee. This form must be accompanied by a draft Position Description for non-congregational placements or when the placement is not the primary placement in a congregation. The form to be completed by the Presbytery (for a congregation or presbytery placements) or the relevant Synod body (for a Synod placement). On completion of this form please forward to The Secretary of the Placements Committee at placements@ucaqld.com.au.

Section 1 General information

Proposed Placement

Placement	Full time	Part time	%
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Appointing Body/Congregation

Location

Oversighting Body

Position Description (if required) is attached

Mission intent of the placement

Section 2a) Presbytery record

Presbytery of

Date of recording

PRC Name

Signed

Section 2b) Synod body

Synod body

Date of submission

Name

Signed

Section 3 Placements committee record

Meeting date

Signed by
Placements
Committee
Secretary