



PRESBYTERIAN CHURCH OF TRINIDAD AND TOBAGO
PRESBYTERIAN SECONDARY SCHOOLS' BOARD OF EDUCATION
CHURCH UPDATE FORM FOR ENTRY
NEW APPLICANTS
REVISED 2009/ MODIFIED 2018

(To be completed by the Local Board & verified by the Session)

The Candidate for entry into an advertised post/vacancy must be a communicant member for a minimum of two (2) years in good standing, prior to applying for the post.

PERIOD OF REPORT: From _____ to _____

PERSONAL INFORMATION

Name of Candidate _____

Assessed Rank/Post: _____ Subject Area: _____

Preferred School 1) _____ 2) _____

Address _____

Contact Info. (H) _____ (C) _____ (W) _____

Email Address _____

(Please attach a copy of the Assessment Letter and Priority Listing Letter)

CHURCH INFORMATION

Local Church Affiliation _____

Pastoral Region _____

Date of Baptism _____ (Attach Copy to this form)

Date of Confirmation _____ (Attach Copy to this form)

CHURCH ATTENDANCE: *Tick the appropriate space*

Once /month () Twice /month () Three times/month () Four times/month ()

Other (Specify): _____

Has the candidate been actively involved in church? Y () N ()

Specify _____

Number of Years as an active communicant: From: _____ To: _____ Total: _____ years

FINANCIAL CONTRIBUTION: *Tick the appropriate space*

Loose Offering () Pledge () Deed of Covenant ()

Other _____

In what other way does the candidate support the Local Church/Pastoral Region?

CHURCH INVOLVEMENT: (To be completed by the Local Board and verified by the Session)

Name of Group	Tick	Specify	Position	Period
	✓			
Board/s				
Committees				
Session				
R.D.C				
Local Board				
Other				

GENERAL COMMENTS

Chairman/Secretary Local Board

RECOMMENDATION:

Secretary of Local Board/Date

Chairman of Local Board/Date

Contact Info. _____

Contact Info. _____

Forwarded for action by Session

Affix Stamp

Local Board

Session’s Comments

RECOMMENDATION:

Clerk of Session/Date

Minister of Pastoral Region/Date

Contact Info. _____

Contact Info. _____

(Seen)
Candidate’s Signature_____

Affix Stamp

Session

Date: _____

General Information

1. On completion of this form please forward to:

The General Secretary

Presbyterian Secondary Schools' Board of Education

Rushworth Street Ext, Paradise Hill, San Fernando

Re: Church Update for Promotion (New Entrant _____ Subject Area _____)

Pastoral Region: _____

2. This form is required to facilitate the applicant's entry into PSSBOE's affiliated Secondary Schools.

3. Copies of all academic certificates/qualifications should also be submitted.

4. The Candidate must be an assessed Teacher (111) or TVT (1V) for the advertised subject post within the Secondary school system. (Attach a copy of assessment letter)

5. Must have been successfully interviewed by the Teaching Service Commission.

(Attach a copy of letter stating success at interview)

6. Ensure that this form is signed and dated by all parties and required stamps affixed.

7. The following definition is accepted by Synod to define an active communicant in good standing; The person should be a committed member of the Presbyterian church, on the roll of a congregation and propagating the faith through:

- a. Regular attendance at Sunday Service (A minimum of two Sundays /Month)
- b. Being a person of upright moral standing
- c. Involvement in church groups
- d. Active use of his/her time, talents and resources for the mission of the Church
- e. Conducting School Worship

8. This form is a record of commitment to the PCTT.

9. The applicant will receive a verification email within 24 hours of delivery to the office.

10. The term Board/s connotes any higher arm/court where Eldership is required.

11. Co-opted members' voluntary service to Boards is considered service to the PCTT.

12. A copy of the Baptism & Confirmation Certificate must be attached to provide reference.

13. All information provided will be treated with utmost confidentiality.

14. The Period of this report will be for two (2) years.

15. The applicant must be an active communicant member for a minimum of two years.

16. All signatures affixed, indicates that the information contained on the form is reported accurately, and that all parties involved are in agreement with its contents.