



**PRESBYTERIAN CHURCH OF TRINIDAD AND TOBAGO**

**PRESBYTERIAN SECONDARY SCHOOLS' BOARD OF EDUCATION**

**CHURCH UPDATE FORM FOR PROMOTION**

**HEAD OF DEPARTMENT OR DEAN**

**REVISED 2009/ MODIFIED 2018**

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

**The Candidate for promotion to the post of Head of Department or Dean must be an active communicant member in good standing for a minimum of eight (8) consecutive years immediately prior to applying for the post.**

**PERIOD OF REPORT:** From \_\_\_\_\_ to \_\_\_\_\_

**PERSONAL INFORMATION**

Name of Teacher: \_\_\_\_\_

Current Rank/Post: \_\_\_\_\_ Date of Appointment \_\_\_\_\_

Vacant Position: \_\_\_\_\_

Present School: \_\_\_\_\_

Proposed School: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Info. (H) \_\_\_\_\_ (C) \_\_\_\_\_ (W) \_\_\_\_\_

Email Address: \_\_\_\_\_

***(Please attach a copy of the Circular Memorandum of the advertised vacancy)***

**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 teacher been an active communicant member 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 teacher support the Local Church/Pastoral Region?

\_\_\_\_\_

\_\_\_\_\_

**LEADERSHIP QUALITIES:**

\_\_\_\_\_

\_\_\_\_\_

**CHURCH INVOLVEMENT**

| 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**

**Contact Info.** \_\_\_\_\_

**Chairman of Local Board/Date**

**Contact Info.** \_\_\_\_\_

*Forwarded for action by Session*

Affix Stamp

Local Board

Session’s Comments

RECOMMENDATION:

Clerk of Session/Date

Contact Info. \_\_\_\_\_

Minister of Pastoral Region/Date

Contact Info. \_\_\_\_\_

(Seen)

Teacher’s Signature\_\_\_\_\_

Date: \_\_\_\_\_

Affix Stamp

Session

## 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 (Head of Department or Dean)

Pastoral Region: \_\_\_\_\_

- 2. This form is required to facilitate the application for promotion to the office of Head of Department or Dean.**
- 3. The Candidate must be an appointed Teacher (111) or TVT (1V) within the Secondary school system.** (Attach a copy of appointment letter)
- 4. A copy of your special report must also be attached upon submission of this form.**
- 5. Copies of all academic certificates/qualifications should also be submitted.**
- 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. Leadership Qualities addresses identifiable managerial roles displayed by the candidate.**
- 13. A copy of the Baptism & Confirmation Certificate must be attached to provide reference.**
- 14. All information provided will be treated with utmost confidentiality.**
- 15. All signatures affixed, indicates that the information contained on this form is reported accurately, and that all parties involved are in agreement with its contents.**