



PRESBYTERIAN CHURCH OF TRINIDAD AND TOBAGO

PRESBYTERIAN SECONDARY SCHOOLS' BOARD OF EDUCATION

CHURCH UPDATE FORM FOR PROMOTION

VICE PRINCIPAL OR PRINCIPAL

REVISED 2009/ MODIFIED 2018

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

The Candidate for promotion to the post of Vice Principal or Principal must be an active communicant member in good standing for a minimum of fifteen (15) consecutive years immediately prior to applying for the post.

PERIOD OF REPORT: From _____ to _____

PERSONAL INFORMATION

Name of Teacher _____

Vacant Position: _____

Current Rank/Post: _____ Date of Appointment _____

Present School _____

Proposed School: _____

Address _____

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

Email Address _____

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/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 (Vice Principal or Principal)

Pastoral Region: _____

- 2. This form is required to facilitate the application for promotion to the office of Vice Principal or Principal.**
- 3. The Candidate must be an appointed Head of Department or Dean within the Secondary school system.** (Attach a copy of appointment letter)
- 4. Ensure that this form is signed and dated by all parties and required stamps affixed.**
- 5. A copy of your special report must also be attached upon submission of this form.**
- 6. Copies of all academic certificates/qualifications should also be submitted.**
- 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 Baptismal & 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 the form is reported accurately, and that all parties involved are in agreement with its contents.**