

# PRESBYTERIAN CHURCH IN TRINIDAD AND TOBAGO

## CHURCH UPDATE FORM FOR PROMOTION-

### PRIMARY SCHOOL

#### PRINCIPAL/VICE PRINCIPAL 15 YEARS

#### HEADS OF DEPARTMENT/SENIOR TEACHER 8 YEAR REVISED 2013

The Candidate for promotion to the post of **VICE PRINCIPAL** or **PRINCIPAL** must be an active communicant member in good standing for at least fifteen (15) consecutive years immediately prior to applying under the following definition accepted by Synod "should be committed members of the Presbyterian Church, on the communicant roll of a congregation and propagating the faith.

**The same applies for the candidate applying for promotion for the post of HEAD OF DEPARTMENT or SENIOR TEACHER but must be an active communicant member for 8 consecutive years immediately prior to applying for the post.**

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### SECTION A

#### QUESTIONS 1 TO 6 TO BE FILLED OUT BY THE TEACHER

1. a. NAME OF TEACHER: ..... RANK .....
- ADDRESS:.....
- CONTACT NO: .....
2. SCHOOL .....
3. CHURCH (Congregation) .....
4. PASTORAL REGION .....
5. DATE OF BAPTISM: .....
6. a. DATE OF CONFIRMATION: .....  
    (Attach Copy of Certificate.)
- b. CHURCH MEMBERSHIP AT  
    CONFIRMATION.....

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### SECTION B

#### TO BE FILLED OUT BY THE LOCAL BOARD

7. How often did the applicant attend weekly services of worship during period covered under report?  
  
Once per month            Twice per month            Three times per month        
Four times per month            Occasionally
8. The applicant supports the Church financially by:  
Loose Offering            Pledge Offering        
Other            If other, please specify:  
.....  
.....
9. How long has the applicant been an active communicant member continuously for his/her present congregation? .....

**Church Update for Promotion cont'd:-**

10. In which Groups/Courts of the Church was the applicant involved?  
(Please use additional paper if necessary using the same headings):

<i>No.</i>	<i>Name of Groups</i>	<i>Dates of Involvement</i>

11. In what other way/s does the applicant use his / her time, talent and resources for the Mission of the church.

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12. What leadership qualities has the candidate demonstrated in Church/Community during the period covered under report?

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13. Are there any concerns that would affect the teacher's performance at the higher level eg. moral and ethical concerns

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\_\_\_\_\_  
Secretary-Local Board

\_\_\_\_\_  
Chairman-Local Board

\_\_\_\_\_  
Date of Local Board Meeting

**SECTION C**

**TO BE FILLED OUT BY THE SESSION**

14. General Comments:

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15. RECOMMENDATION:

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**THIS REPORT COVERS THE PERIOD**

**FROM:** ..... **TO** .....

\_\_\_\_\_  
CLERK OF SESSION

\_\_\_\_\_  
DATE OF SESSION MEETING

\_\_\_\_\_  
MINISTER PASTORAL REGION

**SECTION D**

Church Update Seen

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Teacher's Signature

TEACHER'S COMMENTS: To be filled out by the Teacher.

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*(Please return this Form promptly to the relevant Board of Education)*