**PLACEMENT ACCEPTANCE ADVICE**

*Following acceptance of a Call by a Minister of the Word or other appointee, the chairperson of the Joint Nominating Committee or the Chairperson of the Congregation or other body should complete this form and return it as soon as possible to the Secretary of the Presbytery.*

*Please note that it is the responsibility of the Chairperson of Presbytery to set the date and time of the service of induction, in consultation with the congregation or other body.*

Congregation or Placement:

Minister accepting Placement:

Current After commencement of placement

Address:

Phone:

E-Mail:

Date of Acceptance of Call:

Date of Commencement of Placement:

Date of change of address (if appropriate):

Address of church at which induction will be conducted:

Presbytery JNC Representatives: 1. (Chair)

2.

Name of Chairperson of the Congregation:

Phone:

Name of person to contact

regarding induction arrangements:

Address:

Phone: E-Mail:

Details provided by: Phone:

Office use: Induction Service Date: