



3250 Bloor Street West  
Suite 300  
Toronto, Ontario  
M8X 2Y4  
Canada

Telephone  
(416) 231-5931

Voice Mail  
(416) 231-7680

Fax  
(416) 231-3103

[www.united-church.ca](http://www.united-church.ca)

## Denominational Letter for those requiring Police Records Checks within The United Church of Canada

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

To Whom It May Concern:

The United Church of Canada is a registered charitable organization. The national office is located at:

3250 Bloor Street West  
Etobicoke ON M8X 2Y4

The Church recognizes its duty of care to all constituents, and, as such, adopted a policy requiring completed police records checks be completed upon application for positions of trust within the church and at regular intervals during continued employment within the church.

The current policy is contained in the document, *Guidelines for Committees Requiring Policy Record Checks as one of the Tools for Screening for Ministry Personnel and Candidates within The United Church of Canada*. This policy requests a Canadian Police Information Centre (CPIC) level one query (basic reliability). In jurisdictions where police request a more in-depth check, a "vulnerable sector check for employment in a position of trust (clergy)" may be completed.

We request that you proceed with a Police Records Checks on the following person:

Name: \_\_\_\_\_

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

Any questions regarding police records checks for ministry personnel within The United Church of Canada may be directed to:

Rev. Abiel T. Khalema, Pastoral Relations Policy Assistant,  
Ministry and Employment Policies and Services  
Phone: 416 231-7680 ext. 3142  
Fax: 416 231-3103  
Email: [akhalema@united-church.ca](mailto:akhalema@united-church.ca)

Sincerely,

(Rev.) Abiel T. Khalema,  
Ministry and Employment Policies and Services,  
The United Church of Canada



*The Mission and Service Fund — supporting United Church work in Canada and around the world  
Le fonds "Mission et Service" soutient le travail de l'Eglise Unie au Canada et à travers le monde*