

## Nomination Form

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Before Making a nomination:

1. Check the program website (<https://www.ucheritage.ca>) to ensure that what you want to nominate meets the program eligibility criteria.
2. For more information and guidance contact the program **co-ordinator/administrator** before you make a nomination:

General Council Archivist  
The United Church of Canada Archives  
40 Oak Street  
Toronto, Ontario | M5A 2C6  
(416) 231-7680 x 1101  
[archives@united-church.ca](mailto:archives@united-church.ca)

3. Nominations are accepted any time of the year. They will be reviewed on receipt by the Archives Circle of The United Church of Canada.
4. Complete the following sections of the nomination form. All nominations must be computer written.

### Section 1. Contact Information (Nominator)

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Contact Name:

Mailing Address:

Phone:

Email:

Community of Faith / Region:

Website (if any):

Date of Nomination:

## Section 2. Identification of Nominated Subject

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Who or what are you nominating?

What category are you making the nomination under? (Check only ONE)

**A. Person**

Includes individuals or groups of people such as institutions and organizations. Individual persons must be deceased for 25 years or more at the time of nomination.

**B. Place**

Includes Churches, halls, sites, groups of buildings, districts, and cultural landscapes.

**C. Event**

Includes actions or happenings that express the Church's culture, tradition, history or heritage and occurred at least 25 years prior to the nomination.

**D. Cultural Traditions and Practices**

Includes traditional knowledge, customs, art forms, rituals, social practices, festive events, craftsmanship, and expressions.

## Section 3. General Statement of Significance

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In order to be deemed significant, nominated subjects must have historic or cultural importance to The United Church of Canada.

Why do you think the nominated subject is important to the history and/or culture of the Church?

Outline the long-lasting impact the nominated subject has had on the Church.

**Please attach additional pages if required.**

#### Section 4. Nomination Information Sheet – Category A. Person

“Person” includes individuals and groups such as organizations and institutions.

Who or what are they?

Dates (*Birth and death for a person or period of activity or influence for a group*)

Where in Canada did the person or group live or work?

Describe the person or group and their significant achievements in the United Church or its predecessor Churches, in detail. Please include scanned or copies of photographs, if possible.

What events, ideas, cultural traditions was this person or group associated?

Why do you think the nominated person or group is worthy of recognition? Describe in detail.

**Please attach additional pages if required.**

## Section 4. Nomination Information Sheet – Category B. Place

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“Place” refers to any site that has an historic or indigenous connection to The United Church of Canada or its predecessor Churches. “Places” can include churches, cemeteries, structures, groups of buildings, districts and cultural landscapes.

*A place outside of Canada may be considered if it has a direct and unequivocal connection to The United Church of Canada, and can be considered an integral part of the Church’s history and/or culture.*

Describe in detail why you think the nominated place is worthy of the commemoration.

**Please attach additional pages if required.**

Recognition of Churches. *(Answer any questions that apply and attach separate pages, if required.)*

1. Describe the place in detail.





## Section 4. Nomination Information Sheet – Category C. Event

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“Events” can include an action that occurred at a specific time and place and/or a happening that expresses the Church’s Religious, spiritual symbolic, educational or social culture, tradition or heritage.

What are you nominating?

When did this event take place?

In what part of Canada did this event take place?

Describe in detail why you think the nominated event is worthy of recognition. (Answer any questions that apply and attach separate pages, if required.)

1. Describe the event in detail.

I. What led up to the event?

II. What took place during the event?

III. What individuals, groups or communities participated, were involved in or affected by the event?

IV. How were they involved or affected?

*Include scanned or copied photographs if possible – see above list*

2. How does this event contribute to the development of the Unity Church's identity?

3. How does this event illustrate a phase in the development of the United Church or a major change or turning point in the Church's history?

**Please attach additional pages as required.**

#### Section 4. Nomination Information Sheet – Category D. Cultural Traditions and Practices

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“Cultural traditions and practices”, also referred to as “*intangible cultural heritage*”, can include any practice, knowledge, custom or expression that broadly portrays the unique character of The United Church of Canada, including and particularly those that are in danger of being lost.

1. Oral traditions and expressions: the language that is used as a vehicle for intangible cultural heritage.
2. Social practices, Church rituals and festive events
3. Spiritual knowledge and practices.

What are you nominating?

What type of tradition or practice is it? (see list above)

With what area of Canada is this tradition or practice most closely associated?

With what cultural group is this tradition or practice most closely associated?

Describe in detail why you think the nominated cultural or practice is worthy of recognition. (Answer any questions that apply and attach separate pages, if required.)

1. Describe the cultural tradition or practice in detail.

I. What are the characteristics?

II. What are the origins?

III. What materials are used?

IV. Where is it practiced?

V. Who are its practitioners?

VI. How old is the tradition or practice?

VII. What are its uses?

VIII. When does this tradition or practice take place?

*Include scanned or copied photographs if possible.*

2. How does this cultural or practice contribute to the development of a unique and separate identity for the Church?

3. Elaborate on how this tradition or practice is of exceptional interest and/or it is in danger of being lost.

**Please attach additional pages as required.**

### Nomination Form Checklist

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Yes, I have checked the program guidelines to make sure that what I want to nominate meets the criteria (<https://www.ucheritage.ca>).

Yes, I have clearly indicated my contact information.

Yes, I have clearly indicated what or who I am nominating.

Yes, I have indicated the category under which I am making the nomination.

Yes, I have stated why I think this nomination is historically or culturally significant to The United Church of Canada or its predecessor Churches.

Yes, I have completed **ONLY ONE** nomination information sheet for a nomination.

Yes, I have included photographs, plans, maps and other relevant background information to support my nomination.

Yes, I have included contact information and letters from anyone directly affected by this nomination (eg. Pastoral Charge, Presbytery, Conference, owners of nominated property, etc.).

Yes, I have checked the program deadlines and know that processing a nomination may take up to 18 months.

Signature:

Date:

Your nomination form is now completed!

Please mail or email it to the General Council Archivist.  
(Contact information is on page 1 of the Nomination Form.)