

**Instructions for Completion  
of  
Voluntary Associate Minister Appointment Form for use within Toronto Conference**

Instructions:

- While you are on screen, any place where you see a shaded block, just click there and fill in the information.
- There a couple of places where there are boxes to be checked. To check the box, merely click on the box. To uncheck it, click on it again. (These are on the Category and Area of Responsibility.)
- Once all information has been put in the form, please print the form and have the six signatures affixed. (Two related to Police Records Check) Once all signatures are affixed, please forward the form and its attached mutually-agreed-to-statement to Toronto Conference. (Presbytery should retain a copy and provide one to the Pastoral Charge Secretary of Board/Session, the called or appointed ministry personnel, and the Voluntary Associate Ministry Personnel.)
- It is also acceptable to print out the form and fill it in entirely by hand as long as it is legible.

## Voluntary Associate Minister Appointment Form for use within Toronto Conference

**Pastoral Charge and  
Presbytery**

enter a Voluntary relationship with the following Ministry Personnel as described in this form and in the attached mutually-agreed-to statement, effective

\_\_\_\_\_  
Month      Day      Year

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

**Address:** \_\_\_\_\_

**Category:**     Retired OM/DM     Retired LPM     Non-settled OM/DM

**Areas of Responsibility:**

(See attached mutually agreed-to statement)

Please check all that apply:

- Pastoral care     Christian education     Funerals  
 Weddings         Coverage for incumbent  
 Other (specify):

**Marriage License # (if applicable):** \_\_\_\_\_

**Pastoral functions performed come under the oversight and discipline of Presbytery.**

**Ministry Personnel named above may receive honoraria for weddings or funerals and for presiding and / or preaching in regular worship; however, there is no expectation of honoraria, stipend, or travel allowance from the pastoral charge to which they are accountable.**

**All marriages performed by United Church of Canada ministry personnel will be visibly related to a congregation or presbytery-recognized ministry.**

**All marriages will be registered in record books that remain the property of an ongoing congregation or presbytery recognized ministry.**

**Ministry Personnel named above is a member of Presbytery and not of the congregation with which they are associated.**

**Police records check:** A current (completed in the last six months) original Level 2 – Vulnerable Sector Check – police records check

(date completed):

\_\_\_\_\_  
Month      Day      Year

has been seen by a member of the pastoral charge Ministry and Personnel Committee and a member of the Presbytery/District Pastoral Relations Committee.

**Month      Day      Year**      Signature: Pastoral Charge M & P designate      Printed name: Pastoral Charge M & P designate

**Month      Day      Year**      Signature: Member, Presbytery Pastoral Relations Committee      Printed name: Member, Presbytery Pastoral Relations Committee

**Signatures:**

Pastoral Charge Secretary of Board/Session

Ministry Personnel (Called or Appointed)

Ministry Personnel (Voluntary Associate)	
Presbytery Secretary	
<b>Presbytery Secretary: Please provide copy to Toronto Conference Minister for Personnel Policy and Support.</b>	