

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

Instructions:

- While you are on the screen, any place where you see a shaded block, just click there and fill in the information.
- There are 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 first three signatures affixed. Once the signatures are affixed, forward the form, the police records check and the attached mutually agreed-to-statement to your Presbytery office. The administrative staff will then forward the material to the appropriate Presbytery body for consideration. (If the request is approved, Presbytery will 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. If the request is not approved, the Presbytery will contact all parties.)
- It is also acceptable to print out the form and fill it in entirely by hand as long as it is legible.

Mutually Agreed-to Statement

The VAM form requires a mutually agreed-to statement which outlines the details and expectations. The statement should include the following, as applicable:

- Pastoral functions performed come under the oversight and discipline of Presbytery.
- Ministry Personnel named in the agreement 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 United Church of Canada Ministry Personnel who are performing marriages 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.

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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 Ordained Retired Diaconal Retired DLM Non-settled OM/DM

Areas of Responsibility:
(See attached mutually agreed-to statement)

- Please check all that apply:
- Pastoral care
 - Weddings
 - Coverage for incumbent
 - Christian education
 - Funerals
 - Other (specify):

Marriage Registration Number # (if applicable):

Ministry Personnel named above is a member of Presbytery and not of the Congregation with which s/he is associated. Yes No

Police records check: A current (within the last six months) Level 2 (Vulnerable Sector) police records check has been provided by the Ministry Personnel (the completed Police Records Check will be retained in the personnel file located in the Presbytery office).

Yes No

Signatures:

Pastoral Charge Secretary of Board/Session (or equivalent)	
Ministry Personnel (Called or Appointed)	
Ministry Personnel (Voluntary Associate)	
Presbytery Secretary or appropriate Presbytery Commission representative	

Presbytery Administrative Assistants will file the completed Voluntary Associate Minister form in the Ministry Personnel file.