

# Voluntary Associate Minister Appointment Form for use within Synode Montreal & Ottawa Conference

**Pastoral Charge and  
Presbytery**

enter a voluntary relationship with the following Ministry Personnel as described in this form and mutually agree to the following:

- 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.
- It is the joint responsibility of the Voluntary Associate Minister and the Pastoral Charge to renew the annual appointment and to return the forms to the Presbytery Secretary by March 31<sup>st</sup>. VAM will be approved as part of the Annual Roll of Presbytery.

<b>Name:</b>		Email address:
<b>Address:</b>		
<b>Telephone:</b>	Res:	Bus:
<input type="checkbox"/> Retired <input type="checkbox"/> Retained on the Roll		

<b>Areas of Responsibility:</b> (if applicable, annex a mutually agreed statement that outlines more than what is provided hereinabove)	Please check all that apply: <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Pastoral care</td> <td><input type="checkbox"/> Christian education</td> </tr> <tr> <td><input type="checkbox"/> Weddings</td> <td><input type="checkbox"/> Funerals</td> </tr> <tr> <td><input type="checkbox"/> Coverage for incumbent</td> <td><input type="checkbox"/> Other (specify):</td> </tr> </table>	<input type="checkbox"/> Pastoral care	<input type="checkbox"/> Christian education	<input type="checkbox"/> Weddings	<input type="checkbox"/> Funerals	<input type="checkbox"/> Coverage for incumbent	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Pastoral care	<input type="checkbox"/> Christian education						
<input type="checkbox"/> Weddings	<input type="checkbox"/> Funerals						
<input type="checkbox"/> Coverage for incumbent	<input type="checkbox"/> Other (specify):						

<b>Marriage Registration Number # or Authorization # (if applicable):</b> (514-634-7015)	(marriage license can be obtained through M&O Conference)
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**Approval by the Pastoral Charge** (to be completed by Congregation passing the motion)  
 The Official Board/Unified Board/Council of \_\_\_\_\_ Pastoral Charge/Congregation  
 Has received assurance that the marriages performed

a) will be a pastoral function under the oversight and discipline of Presbytery, and  
 b) will be properly registered in records maintained by a pastoral charge of UCC and will comply with the provincial requirements.

and approves the request of \_\_\_\_\_ (name of member of Order of Ministry)  
 To be recognized as a Voluntary Associate Minister of the congregation.

Date: \_\_\_\_\_ **Signed:** \_\_\_\_\_ Office Held: \_\_\_\_\_

Date Racial Justice Training _____
Date Sexual Abuse Prevention & Response Policy Training _____
Date of Level 2 Police Check _____

Approval by Presbytery: The _____ Presbytery has approved the VAM application by motion (date of meeting _____). The duration of the appointment begins July 1, 2018 and finishes June 30, 2019.	
Date: _____	<b>Signed Secretary of Presbytery:</b> _____

*The user retention and disclosure of personal information from this form is done in compliance with privacy legislation including, but not limited to, the Personal Information Protection and Electronics Documents Act (2000)*

**Presbytery will retain a copy and provide one to the Pastoral Charge Secretary of Board/Council, the Voluntary Associate Ministry Personnel and forward the original to the Conference office in the month of May, along with the approved roll of Presbytery.**