

**Instructions for Completion of  
Voluntary Associate Minister (VAM) 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 and the police records check 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 (or equivalent), 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.

Updated August 2013

## Voluntary Associate Minister (VAM) Appointment Form for use within Toronto Conference

**Pastoral Charge and  
Presbytery**

\_\_\_\_\_

\_\_\_\_\_

enter a voluntary relationship with the following person as described in this form effective

\_\_\_\_\_  
**Month      Day      Year**

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

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

**Category:**     Retired Ordained     Retired Diaconal     Retired DLM     Non-settled OM/DM

**Areas of Responsibility:**  
(mutually agreed-to statement)

Please check all that apply:

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

**Previous/Existing Permanent Marriage Registration Number** (applicable if weddings checked above):

**Police records check:** A police records check must be provided according to The United Church of Canada Policy.

See: <http://www.united-church.ca/files/handbooks/police-records-checks.pdf>

(a copy of the completed Police Records Check will be retained in the personnel file located in the Presbytery office).

### Mutually Agreed-to Statement

By signing the VAM form the Voluntary Associate Minister and other parties named below are agreeing to the following:

- Voluntary Associate Minister 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.

If there are further details or expectations these may be attached as on a separate sheet, but become part of this agreement.

**Signatures:**

	<b>Signed:</b>	<b>Date:</b>
Secretary of Governing Body		
Incumbent Ministry Personnel		
Voluntary Associate Minister		
Presbytery Secretary		

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