

**Instructions for Completion of
Voluntary Associate Minister (VAM) Appointment Form
for use within Shining Waters Regional Council (Region 10)**

Instructions:

- Please print the form and fill in the appropriate fields. Please print legibly. Once completed, have the first **three** signatures affixed.
- Once the signatures are affixed, scan the form and email as an attachment to the Regional Council office to Donna Rutz at drutz@united-church.ca
- Email submissions are preferred, however you may also mail a hard copy to:
Shining Waters Regional Council – Toronto Office,
963 Pharmacy Avenue,
Toronto, Ontario
M1R 2G5
- If the request is approved, an authorized representative of Shining Waters Regional Council will sign the last field. The Regional Council will retain a copy and provide one to the Community of Faith 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 Regional Council will contact all parties.

Updated April 2019

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Community of Faith and

Name of Minister

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

Month Day Year

**Email
address:** _____

**Mailing
Address:** _____

Category: Retired Ordained Retired Diaconal OM/DM without appointment or call

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 and Mandatory Trainings: To be eligible as a VAM, you must be in compliance with the UCC Police Records Check policy and you must have completed all mandatory trainings for ministry personnel. Since www.ChurchHub.ca will be used to verify compliance, you must therefore be registered on ChurchHub.

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 ministry recognized by Shining Waters Regional Council.
- All marriages will be registered in record books that remain the property of a community of faith of Shining Waters Regional Council.

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

Signatures:

Signed:

Date:

	Signed:	Date:
Secretary of Governing Body		
Incumbent Ministry Personnel		
Voluntary Associate Minister		
Shining Waters Regional Council authorized representative		