



The United Church of Canada
L'Église Unie du Canada
Ministry and Employment Unit
 3250 Bloor St. West, Suite 300
 Toronto, ON M8X 2Y4

Admission Applicant Checklist

Initial Contact: Office/Name _____

Application package requested _____

Application package received _____

Component 1: Application and Credential Clearance

_____ Application form (ADM 305) sent

_____ Referees named:

#1: _____ (one ministry colleague)

#2: _____ (a second ministry colleague)

#3: _____ (one lay person)

#4: _____ (one member of the Order of
Ministry in The United Church of Canada)

_____ Letter of good standing from one judicatory representative (see ADM 305, question 11)

_____ Academic records: Order transcripts from the universities/seminaries that you have attended, and request the institution to send the transcript directly to the Ministry and Employment Unit. *Please note:* A transcript is considered official only if it is received in a university/seminary envelope that is sealed and signed on the flap by a representative of the office issuing the transcript.

_____ Ordination/commissioning documentation sent to Ministry and Employment Unit

_____ Current vulnerable sector (level 2) police records check requested and forwarded to Ministry and Employment Unit

Component 2: Initial Interview

_____ Conference Interview Board re: suitability for ministry in The United Church of Canada
(date) _____

_____ Conference Interview Board recommendation to the Conference Executive

_____ For an applicant living outside Canada or the United States:

_____ Overseas interview conducted (date) _____

Component 3: Initial Appointment

_____ Contacted Conference personnel minister

_____ Requested vacancy/availability listings through Conference office

_____ Appointed by presbytery/district to a ministry position

_____ Signed and received a copy of the Record of Appointment form (PR 433AP)

_____ Requested name be included on the Availability List

The use, retention and disclosure of personal information collected from this form is done in compliance with privacy legislation including, but not limited to, the *Personal Information Protection and Electronic Documents Act (2000, c.5)*.

Congregational Ministry

- _____ Presbytery/district appoints pastoral charge supervisor
- _____ Presbytery/district pairs applicant with mentor
- _____ Applicant serves an initial appointment of one year

Recognized Ministry (e.g., chaplain)

- _____ Recommended to serve in a presbytery-accountable ministry or presbytery-recognized ministry
- _____ Satisfy the requirement of one year of active membership in a United Church congregation
- _____ Recognized by presbytery/district as applicant for admission

Component 4: Education for Orientation

- _____ United Church history
- _____ United Church polity
- _____ United Church theology
- _____ United Church Christian education and resources
- _____ United Church worship and sacraments
- _____ Attend workshops on sexual abuse, gender and racial justice training, and educational initiatives to promote cultural sensitivity
- _____ Complete educational requirements through online study, summer residential programs, or community learning; courses could be taken through a United Church theological school
- _____ Ministry and Employment Unit monitors progress and informs Conference Interview Board

Component 5: Final Interview

- _____ Final report of Conference Interview Board
- _____ Conference Executive action
- _____ Notice of circulation of names for admission to presbyteries/districts for information

Component 6: Rite of Admission

- _____ Applicant secures an appointment/call/settlement
- _____ Conference celebrates Rite of Admission at an annual Celebration of Ministry service