



Application to Enter Admission Process

To be used by ordained or diaconal ministers from other denominations who wish to become members of the order of ministry in The United Church of Canada

(Please print clearly)

Given Name(s) _____ Family Name _____

Preferred Name: (if different from above) _____ Gender _____

Address _____ City _____

Province or State _____ Postal Code (or equivalent) _____ Country _____

Home Phone _____ Work Phone _____

E-mail _____ Cell Phone _____

(Correspondence will take place through e-mail. You must provide an e-mail address.)

I was ordained or commissioned by the following denomination _____

Date of ordination or commissioning: _____
 Month/Day/Year

I am currently a minister in good and regular standing in the above denomination

Yes No *If no, please briefly describe the reason.*

Have you ever been under disciplinary action for ministerial misconduct by your denomination or by any professional organization?

Yes No *If yes, please briefly describe the issue.*

I hereby make application to be considered for admission to the Order of Ministry of The United Church of Canada as a (choose the one that applies):

- Diaconal Minister
 Ordained Minister

 Signature

 Month/Day/Year

Affirmation

Read and consider the following:

Jesus Christ came into the world to be the servant of God and all people. As servant Lord, Jesus calls his Church to a ministry of worship, witness, and reconciliation. In baptism we were received as members of his Church and at confirmation we committed ourselves to its ministry. In order that this ministry of the whole Church may be fulfilled, God has given the ordained ministry of Word, Sacrament, and Pastoral Care, and the diaconal ministry of Education, Service, and Pastoral Care. It is the responsibility of the Church to seek, train, and set apart those whom God calls so to serve. (*Basis of Union* 11.3)

Do you believe in God: Father, Son, and Holy Spirit, and do you commit yourself anew to God?

Do you believe

(*if ordained*) that God is calling you to the ordained ministry of Word, Sacrament, and Pastoral Care, and do you accept this call?

or

(*if commissioned*) that God is calling you to the diaconal ministry of Education, Service, and Pastoral Care, and do you accept this call?

Are you willing to exercise your ministry in accordance with the scriptures, in continuity with the faith of the Church, and subject to the oversight and discipline of The United Church of Canada?

Along with men and women who are commissioned and ordained to the Order of Ministry of The United Church of Canada, I hereby agree that I am able to respond affirmatively to the questions above, by witness of my signature:

Signature

Month/Day/Year

Prepare for the following section by reviewing *The Manual* and the Ethical Standards and Standards of Practice for Ministry Personnel in The United Church of Canada. (These resources can be found on the United Church website, www.united-church.ca.) Once you have read these documents please consider the following statements:

I am in essential agreement with the doctrine of The United Church of Canada as set forth in the Basis of Union including the Twenty Articles of Doctrine, Statement of Faith, 1940, A New Creed, and A Song of Faith, and I accept these as being in substance agreeable to the teaching of the Holy Scriptures. I agree to comply with the polity as outlined in the Basis of Union and the bylaws as found in *The Manual*.

I will exercise my ministry subject to the authority and discipline of the presbytery/district and will participate fully in the process of supervision and evaluation while under appointment.

I have read and agree to the Ethical Standards and Standards of Practice for Ministry Personnel in The United Church of Canada.

I hereby agree with these declarations, by witness of my signature:

Signature

Month/Day/Year

References

Provide contact information for individuals who have known you for at least **two years**. This must include two colleagues in ministry, one lay person from your most recent ministry position and, if possible, one member of the Order of Ministry in The United Church of Canada. Please inform these individuals that The United Church of Canada will contact them for a letter of reference.

Colleague in Ministry: Name _____

Address _____

E-mail _____ Phone Number _____

Colleague in Ministry: Name _____

Address _____

E-mail _____ Phone Number _____

Lay person: Name _____

Address _____

E-mail _____ Phone Number _____

A member of the Order of Ministry in The United Church of Canada (optional):

Name _____ Position _____

Address _____

E-mail _____ Phone Number _____

Letter of Standing

Provide the information in the fields below of the individual in your current denomination who has the authority to provide the United Church with a letter of good standing and a record of your service within the denomination. The Ministry and Employment Unit of the United Church will contact this individual directly.

Name _____ Position _____

Address _____

E-mail _____ Phone Number _____

Resume

Submit a typed resume. Format the document with the following headings:

- **Work Experience**
Include relevant paid ministry employment and any additional work experience. This must identify the exact start date and end date of the employment including month and year. Also indicate whether the employment was full-time or part-time, and if part-time then indicate the number of hours paid per-week.
- **Education**
Provide a list of your academic training. This must include the name of educational institutions, degrees, diplomas, or certificates achieved, and dates.
- **Professional Development**
List any relevant continuing education courses, experiences, or certificates with the year(s) you attended.
- **Wider Church Involvement**
Provide a brief list of your involvement in relevant activities in the wider church. Examples include committees work, special projects or leadership apart from your "regular" duties in a congregation, parish, or pastoral charge.
- **Community Service or Volunteer Activities**
List involvement in any community activities and volunteer work if relevant.
- **Personal Interests**
List hobbies, sports, leisure activities, self-care practices, or personal achievements.

Narrative Section

Type answers to the following questions and submit the document with your application:

1. Is the denomination in which you were ordained or commissioned a member of the World Council of Churches or National Council of Churches? Describe the ecumenical relationships and understandings of the denomination.
2. Please describe the understanding and practices of ordination or commissioning in your denomination. Include evidence that commissioning or ordination is intended to be within and to the ministry of the holy catholic church. Also offer a brief description of the policies and procedures that lead to ordination or commissioning and the governance structures that have responsibility to oversee the process.
3. From your perspective, what does your denomination define as the authority of ordained or diaconal ministers? What are the expectations and roles for members of the order of ministry?
4. What are your reasons for wishing to serve in The United Church of Canada?
5. Briefly describe your role and function in your current or most recent ministry position.
6. How do you anticipate your work in The United Church of Canada being similar to or different from ministry in your present denomination?
7. What excites you about the possibility of being in ministry in The United Church of Canada?

The use, retention and disclosure of personal information collected through this process is done in compliance with all applicable federal and provincial privacy legislation and adheres to the principles of the *Personal Information Protection and Electronic Documents Act* (S.C. 2000, c. 5).

8. What concerns do you have about entering a new context for ministry?
9. What questions do you have about ministry in The United Church of Canada?
10. Describe briefly what is essential to you in Christian faith and theology.
11. Have you taken part in any educational experiences that served to orient you to the ethos and practices in the United Church? If yes, please describe the experience(s) and share what you learned. If you believe that you have additional experience that may exempt you from some of all of the educational requirements in the admission process then please provide a detailed description and outline how the required subject matter was completed.

Checklist of Additional Documents

Check each box below to indicate the item is enclosed with your application.

Police Records Check

Provide a current (dated within the last 6 months) vulnerable sector (level 2) police records check or criminal record check (if outside Canada). The original must be provided. *Photocopies will not be accepted.*

Have you ever had a criminal record? Yes No

If yes, state the nature and disposition of the offence.

Proof of Ordination or Commissioning

Submit your original certificate or provide a copy that has been notarized as being a true copy. The certificate must indicate the date of ordination or commissioning and whose authority conducted it.

Check the box below when the following has been requested.

Academic Transcripts

Order transcripts from the universities/seminaries/colleges that you have attended where you accomplished theological education and/or ministry training.

You must request the institution to send the transcript directly to The United Church of Canada, Ministry and Employment Unit (address below).

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.

If the original transcript is not in English or French, include official translation of the academic transcript.

Keep a copy of your application for your records. Submit your original application form and documents to:

**Admissions
Ministry and Employment Unit
The United Church of Canada
3250 Bloor St. West, Suite 300
Toronto, ON M8X 2Y4**