



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

Application for Designation as an Interim Minister

Confidential when completed.

Part 1—To be completed by the applicant

Please print.

I hereby apply for designation as an interim minister. Having read the standards for interim ministers in the United Church's *Interim Ministry Policy and Procedures Handbook* and the information sheet "Should I Consider Interim Ministry?" I believe I have the basic personal and professional qualities for designation.

Name _____

Mailing Address _____

Postal Code _____

Home Phone (_____) _____ Work Phone (_____) _____

E-mail _____ Presbytery _____

Year recognized/commissioned/ordained _____ as:

Designated lay minister Diaconal minister Ordained minister Ordained supply

Years of pastoral experience: _____ (*minimum 5 years required*)

Present status in the presbytery

In active ministry at _____ Pastoral Charge

Retired In search of call Retained on the roll Ordained supply

I give permission to the Conference Interim Ministry Committee or designate to contact my references.

Signed _____ Date _____

Applicant

Month/Day/Year

To complete your application, please attach the following documents:

- Proof of successful completion of an interim ministry training program
- A description of any other training in skills relevant to interim ministry
- A personal statement (200–300 words) giving your sense of call to interim ministry at this point in your ministry
- Contact information (name, mailing address, telephone, e-mail) for three references:
 - a ministry colleague
 - a member of your congregation
 - the presbytery pastoral relations convener or Conference personnel minister

*Ensure your references receive the information sheet "Should I Consider Interim Ministry?"
Send your completed application package to the Pastoral Relations Committee of your presbytery.*

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)*.

Part 2A—To be completed by the Presbytery Pastoral Relations Committee

Please print.

The Pastoral Relations Committee of _____ Presbytery

1. interviewed _____ on _____
Name of Applicant Month/Day/Year of Interview

and affirms that he or she has the basic personal and professional qualities to be an interim minister according to the standards described on the information sheet "Should I Consider Interim Ministry?"

2. has reviewed his or her application, and requests that the Conference Interim Ministry Committee interview him or her for designation as an interim minister

- as soon as possible
- when he or she has completed the appropriate training

The Pastoral Relations Committee has appointed the following person to accompany the applicant to the interview: _____

Signed _____ Date _____
For the Presbytery Pastoral Relations Committee Month/Day/Year

If the Pastoral Relations Committee affirms the applicant's basic suitability for interim ministry, it will

- attach this completed form to the application and send the package to the Conference Interim Ministry Committee
- send a copy, including any comments, to the applicant

If the Pastoral Relations Committee does *not* affirm the applicant's basic suitability for interim ministry at this time,

- a record of the interview and the reasons for non-recommendation are to be communicated to the applicant and kept in the pastoral relations files
- the decision cannot be appealed, but the applicant may reapply in one year

*All documentation collected and forwarded with this form is confidential,
and is to be shared only with the applicant, the Conference Interim Ministry Committee,
and the Conference personnel minister.*

Part 3A—To be completed by the Conference Interim Ministry Committee

This is to certify that on _____ at _____
Month/Day/Year Location

the Interim Ministry Committee of _____ Conference interviewed

_____ at the request of _____ Presbytery.
Name of Applicant

In accordance with Section 465.1(b)iv. of *The Manual, 2010*, the following recommendation is made to
 the Conference Executive regarding _____ :
Name of Applicant

- to designate the applicant as an interim minister
- to designate the applicant as an interim minister, with conditions (see Part 3B)
- not to designate the applicant as an interim minister at this time (see Part 3B)

Signed _____ Date _____
Conference Interim Ministry Committee Chair Month/Day/Year

The Conference Interim Ministry Committee will

1. forward Part 3 completed to the Conference Executive
2. ensure that a copy of this completed form is provided to
 - the applicant
 - the requesting presbytery
 - the Conference personnel minister, for the applicant's personnel file

The Conference Executive, upon receipt of this report from the Conference Interim Ministry Committee, will make the final decision on the recommendation, and will then notify the applicant, the requesting presbytery, and the Interim Ministry Committee of its decision.

**Part 3B—Comments regarding non-recommendation or conditional recommendation
To be completed by the Conference Interim Ministry Committee**

Applicant: _____

Date of interview: _____
Month/Day/Year

- The applicant is recommended as an interim minister, with the following conditions.
- The applicant is not designated as an interim minister at this time for the following reasons.

Signed _____ Date _____
Conference Interim Ministry Committee Chair Month/Day/Year