



**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 Continuing Designation as an Interim Minister

*Confidential when completed. Ref. The Manual 465.1(b)iv-vii.*

### Part 1—To be completed by the applicant

Please print.

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_

E-mail \_\_\_\_\_ Presbytery \_\_\_\_\_

#### 1. Initial designation as an interim minister:

Conference \_\_\_\_\_ Date \_\_\_\_\_  
 Month/Day/Year

#### 2. Continuing designation as an interim minister (if applicable):

Conference \_\_\_\_\_ Date \_\_\_\_\_  
 Month/Day/Year

#### 3. Site of most recent interim ministry:

\_\_\_\_\_ in \_\_\_\_\_ Presbytery  
 from \_\_\_\_\_ to \_\_\_\_\_  
 Month/Day/Year Month/Day/Year

Full-time       Part-time (number of hours/week: \_\_\_\_\_)

I am applying for (*check one*)

continuing designation after my first interim appointment       continuing designation after five years

Signed \_\_\_\_\_ Date \_\_\_\_\_  
 Applicant Month/Day/Year

To complete your application, please attach the following documents:

- Goals of your most recent interim ministry
  - Evaluation reports on the minister and the ministry
  - Your final report and self-evaluation from your most recent interim ministry
  - A description of continuing education since the previous designation
  - A personal statement (200–300 words) giving your reasons for seeking continuing designation at this time
- Send completed application package to the Pastoral Relations Committee of your present 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.

\_\_\_\_\_ Presbytery

- recommends
- does not recommend

that the Conference Interim Ministry Committee interview \_\_\_\_\_  
Name of Applicant

for continuing designation as an interim minister.

We have interviewed the applicant, reviewing

1. the evaluation reports and recommendations from his/her interim appointment at  
 \_\_\_\_\_ Pastoral Charge
2. the application form and other documents submitted by the applicant
3. United Church standards for interim ministers
  - comments attached, see following page

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

The Presbytery Pastoral Relations Committee will

- send a copy of this completed form and any comments to the applicant
- forward this form and any comments along with all the application materials to the Conference Interim Ministry Committee



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

Name of applicant: \_\_\_\_\_

Place and date of interview: \_\_\_\_\_

In accordance with Section 465.1(b)iv-vi of *The Manual, 2010*, the following recommendation is made to the Conference Executive:

- to continue the designation of the applicant as an interim minister for a further 5-year period, until \_\_\_\_\_ (date)
- to continue the designation of the applicant as an interim minister, until \_\_\_\_\_ (date), with conditions (see Part 3B)
- not to continue the designation of the applicant as an interim minister (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—Interview summary and/or comments regarding non-recommendation or conditional recommendation**

**To be completed by the Conference Interim Ministry Committee**

Applicant: \_\_\_\_\_

Date of interview: \_\_\_\_\_  
Month/Day/Year

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Signed \_\_\_\_\_ Date \_\_\_\_\_  
Conference Interim Ministry Committee Chair Month/Day/Year