



# Volunteers Needed

## **Admission Board (15 members)**

*We are seeking ministers and laypeople who have the gifts to assess and support ministry personnel from other denominations who feel called to serve The United Church of Canada. People who have fluency in languages in addition to English are particularly encouraged to consider this opportunity.*

## **Mandate**

The primary function of the Admission Board is to interview ministry personnel from other denominations to ensure suitability for ministry in The United Church of Canada and in a United Church community of faith. Those coming before the Admission Board have their credentials cleared through staff in the Office of Vocation. In a first interview, the Admission Board determines suitability for ministry and what is required for the minister seeking admission to meet the necessary learning outcomes. The final interview of those who have completed all the requirements assesses their readiness to be received as United Church ministry personnel.

Bylaws relating to the admission process are outlined in section H.6 of *The Manual*. Additional information is available online: *Admission to the Order of Ministry Policy and Procedures* and *Admission Board Resources*, which includes details on [conducting interviews](#).

All boards and committees of the General Council play a role in living into the [Call and Vision](#) of the United Church in fulfilling their responsibilities. Boards and committees work in partnership with the General Council Office as it implements the objectives of the strategic plan.

## **Membership**

The Admission Board consists of 15 members who reflect the broad diversity of The United Church, with particular attention to its equity commitments and the presence of both laypeople and ministry personnel from across the geography of the church. The Admission Board will include ministry personnel from each stream of ministry.

To honour the separation of responsibilities assigned to regional councils and those assigned to the Office of Vocation, Admission Board members cannot also serve on a body of the regional council with decision-making responsibilities that relate to or affect pastoral relations or pastoral relationships.

To ensure continuity, approximately half of the committee positions will be filled through the reappointment of currently serving members.

### **Member Skills and Experience**

Members will have skills in discernment, the ability to listen with intercultural sensitivity, and knowledge of the realities of the practice of ministry in various denominations. Helpful experience includes

- having served on a Conference Interview Board or Candidacy Board
- having lived or worked outside Canada
- experience with migrants and newcomers to Canada
- having served as overseas ministry personnel
- experience with other professional admission or accreditation processes

Members of the Admission Board will be

- active in a community of faith or ministry
- committed to the practice of ministry within The United Church of Canada
- predisposed to collaboration and teamwork
- able to listen and discern
- committed to right relations, the principles of the United Nations Declaration on the Rights of Indigenous Peoples and their relevance to ministry personnel, the vision of becoming an intercultural church, and the journey to becoming an anti-racist denomination
- comfortable with and able to participate in electronic meetings
- able to commit the time required for this responsibility

**United Church Relationship:** Full member

### **Equity Commitment**

The United Church is committed to working toward the full participation of people with disabilities; youth and young adults; people who identify as Two Spirit or LGBTQIA+, Indigenous, racialized, or francophone; people active in French ministries; people who speak a primary language other than English or French; and people from marginalized communities not named here. This is a part of the United Church's commitments to equity and self-determination, as well as eliminating barriers and working toward the full participation of all peoples.

It is a priority of the Board of Vocation to appoint people with these named identities and lived experiences to the work of all of its committees and boards.

### **Expectations and Term**

The Admission Board meets once a month by videoconference call and may meet in person as necessary. Meetings of the board are conducted in English. Interviews with admission ministers are conducted in English or French; interviews for ministers seeking to offer supply ministry in an ethno-linguistic context may occasionally take place in an additional language.

It is expected that members will make this commitment a priority and attend every meeting notwithstanding unavoidable emergencies or similar situations.

Members of this committee agree to a [Behavioural Covenant](#) as a way of committing to mutual relationships, responsibilities, and accountabilities.

The term of this appointment is for three years (August 2025–August 2028) with the possibility of reappointment for a second three-year term.

### **About the Office of Vocation**

The Office of Vocation is the body in the United Church that maintains the registry of accredited ministry personnel through setting standards for accreditation and assessing those who wish to serve as ministry personnel. It supports the processes for the discernment and training of ministry personnel, the determination of their fitness/readiness for accreditation, the fulfillment of continuing education standards, and the formal processes for oversight and discipline of ministry personnel. [Learn more](#) about the Office of Vocation.

Visit our [opportunities page](#) for information on this and other opportunities.

Use our [online nominations form](#) to nominate someone or express your own interest.

**Deadline: Thursday, March 27, 2025.**