1. Click on the > symbol to open the form that has been filled in by the Community of Faith

Record of Call or Ap	pointment	
Community of Faith		
UAT Minister 2	>	[2019-09-24, UAT COF 2 Admin 0000043211] Accepted by Community of Faith
	Accepted by Community of Faith	
Click		Create a new Record of Call or Appointment

2. Review the form completely

(111) 111-1111 E-mail uat.minister@uccdev.onmicrosoft.	com	View Standard Terms	 3. Once you have
Current regional council members Test Regional Council	hip	Adequate administrative assistance defined as Describe here the office/volunteer assistance available	carefully.
Minister Type Diaconal Minister		Additional Terms of this Call or Appointment These are terms in addition to the Standard Terms above	
Intentional Interim Designation No	United Church of Canada nension 12	Action of Community of Faith	
No Pastoral Polationshin		Accepted by UAT COF 2 Admin 0000043211 on 2019-09-24 Action of Minister	4 These 2 hoxes
Assignment Type * Call		Acceptance of Standard Terms Acceptance of Additional Terms	 must click on the
Changes to Assignment None		By selecting Accept, you are confirming that you agree to these terms	Additional Terms
Appointment Type (if applicable, n N/A	ot mandatory)	Decline Accept	5 Choose Accen
Minister Type * Diaconal Minister		You must agree to all the terms by placing check marks in the check boxes before accepting the form	Decline you mus
Full Time/Part Time	Full-Time		form bocomos a
Hours per week	40		IOIIII DECOIIIES a
Hours per week Start Date * End Date (if this is an appointment	40 01/01/2020		Faith to view aga

 Once you have reviewed the form, click here to open and View Standard Terms. Read these carefully.

4. These 2 boxes will now be yellow and you must click on them to Accept Standard and Additional Terms.

5. Choose Accept or Decline. If you choose Decline you must give your reasons (then the form becomes a draft for the Community of Faith to view again).

