



Commissioned Lay Ministry Program

Candidate Instructions – Congregation/CLM Letter of Agreement

Revised February 14, 2017

Congregation/CLM Letter of Agreement

_____ (*Name of Prospective CLM Candidate*)
has applied to enter the Commissioned Lay Minister Training program of the Central East Region of the Unitarian Universalist Association. As a part of that process the CLM Committee requests that the Minister and/or the Board and the CLM candidate to enter into a signed agreement between the CLM and the Congregation.

Entering into this agreement implies the endorsement of the congregation of this person as someone of good standing and recognition that this person is recognized as a leader.

Please **attach a signed and dated letter of agreement** between the CLM candidate and the Congregation for the next three years with the following elements:

1. Name of the congregation
2. Name of the CLM Candidate
3. What office or body within the congregation the CLM Candidate will be accountable for the quality of their work and for reports of their activities (the CLM Committee requires a written semiannual report due April 1 and October 1; copies of these reports to go as well to the CLM Liaison).
4. Obligations of the CLM Candidate towards the Congregation
5. Congregation's responsibility towards the CLM Candidate
6. Signatures of the Minister and/or President
7. Signature of the CLM Candidate

In the event of a ministerial transition, (Interim or Settled or Contract), the CLM/CLM Candidate will work with the Board and the new clergy person to update or create a new Congregation/CLM Letter of Agreement to clarify understandings of the role of lay ministry in the new context and outline any changes in duties resulting from the clergy transition. The new Letter of Agreement should be submitted within three months of the start of the new clergy person.