



Commissioned Lay Ministry Program

Liaison Responsibilities

Revised October 12, 2016

Responsibilities of CLM Committee Liaisons:

1. Upon being assigned a CLM or CLM Candidate, write a note or make a phone call explaining that you will serve as that person's liaison to the committee. Encourage them to let you know if they have any special concerns or questions that they encounter in the process of their training, or for CLM's, in the process of their work.
2. Remind your CLMs and Candidates that a requirement of the CLM committee is that periodic reports must be sent to his/her assigned liaison to the CLM Committee. Candidate reports are due quarterly: January 1, April 1, July 1 and October 1. CLM reports are due semiannually: April 1 and October 1.
3. Be prepared to offer reports on how your CLM/CLM candidates are doing for CLM Committee Meetings.
4. As a gesture of hospitality, frequently check for dates of acceptance into the program (for candidates) or last commissioning dates (for CLMs) for expiration. Six months prior to expiration date, you may wish to remind your CLM or Candidate of the need to renew according to the renewal requirements, available on the CER Website.

Central East Region
PO Box 157
St. Clairsville, OH 43950
bcasebolt@uua.org