



Commissioned Lay Ministry Program

Renewal

Revised September 12, 2017

The Renewal of Commission Process

Commissioned Lay Ministers are commissioned for a **three-year** period. During that three-year period the CLM liaison will continue to monitor the CLM's experience and provide the Council with quarterly reports. It is the CLM's responsibility to initiate these communications with their liaison.

All Commissioned Lay Ministers must submit a semiannual report to their assigned CLM Council liaison (Due April 1 & October 1).

One-month prior the expiration of the three-year commission, the CLM will complete and return the required renewal forms to the council. The required forms are:

- The CLM Renewal of Commission Application Form
- The Congregation/CLM Renewal of Commission Agreement

(Please note the section in the CLM instructions concerning Ministerial Transition and review of the agreement.)

Re-commissioning depends on the continuance of a satisfactory relationship of both performance and expectations between the CLM and the congregation and between the CLM and the senior minister (if there is one). The renewal process requires, first, that the congregation and senior minister affirm their desire to continue in relationship with the CLM and, second, that the CLM, the congregation, and the senior minister once again specify in writing the exact nature of the CLM's duties.

Once the renewal materials are received by the CLM Council, the council will consider the application at the next available scheduled meeting and inform the CLM and the congregation's Board of the decision.

The CLM Council extends **no exceptions** to the requirement for three-year renewal and bestows no permanent status or honorific titles. Anyone who lets a CLM agreement or commissioning expire for a period of one year or less can renew his or her commissioned status by re-establishing a new Agreement with the congregation and having that agreement approved by the CLM Council. Beyond one year after expiration of the commissioned status, the council may require an additional interview.



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CLM Renewal of Commission Application

Please answer the following and return this form and a new letter of agreement with your congregation's Board to either the regional office (below) or directly to your CLM liaison. Thank you for your continued interest in the CLM program.

1. What would you consider to be your major accomplishments as CLM during the last three years?

2. What goals are you setting for your next three years as CLM?

_____ Signature of CLM _____ Date



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Congregation/CLM

Renewal of Commission Agreement

_____ (*Name of CLM*) has petitioned the Commissioned Lay Ministry Training program of the Unitarian Universalist Association for renewal of their participation in the CLM program. As a part of that process the CLM Council requires that the Minister (if there is one) and/or the Board and the prospective CLM renew or revise a signed agreement between the CLM and the Congregation.

Entering into this agreement implies that the congregation endorses this person as someone of good standing and recognizes this person as a leader.

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

1. Name of the congregation
2. Name of the CLM
3. The office or person within the congregation to which/whom the CLM will be accountable for the quality of their work and for reports of their activities (usually the Senior Minister.) The CLM Council 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 towards the Congregation and the Senior Minister
5. Congregation's responsibility towards the CLM
6. Signatures of the Minister and/or President
7. Signature of the CLM
8. Please submit all forms electronically to bcasebolt@uua.org