



# Commissioned Lay Ministry Program

## *Renewal*

Revised October 12, 2016

## 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 Committee with quarterly reports. It is the CLM's responsibility to initiate these communications with their liaison.

Along with regular meetings, the CLM candidate must submit a quarterly report to his/her assigned CLM Committee liaison. (Due January 15, April 15, July 15 and October 15).

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

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

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

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

The CLM Committee 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 less than one year can renew his or her commissioned status by re-establishing a new Agreement with the congregation, and having that agreement approved by the CLM Committee. After one year after expiration of the commissioned status, the Committee may require an additional interview.



# Commissioned Lay Ministry Program

*Renewal*

Revised October 12, 2016

## 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

Central East Region  
PO Box 157  
St. Clairsville, OH 43950  
[bcasebolt@uua.org](mailto:bcasebolt@uua.org)



# Commissioned Lay Ministry Program

## *Renewal*

Revised October 12, 2016

## 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 Committee requests that the Minister 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 the endorsement of the congregation of this person as someone of good standing and recognition that his person is recognized 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. What office or body within the congregation the CLM 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 towards the Congregation
5. Congregation's responsibility towards the CLM
6. Signatures of the Minister and/or President
7. Signature of the CLM