**Congregation/CLM Candidate Letter of Agreement**

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name of CLM Candidate)* has applied for recognition as having completed the Commissioned Lay Ministry Training program of the Central East Region of the Unitarian Universalist Association. As a part of that process the CLM Council requires that the Senior Minister (if there is one), the Board, and the CLM Candidate enter into a signed agreement between the CLM and the Congregation.

Entering into this agreement implies that the home congregation and the senior minister endorse this person as someone of good standing who 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 Candidate
3. Office or body within the congregation to whom/which the CLM Candidate will be accountable for the quality of their work and for reports of their activities. (This may be the senior minister.) The CLM Council requires written semiannual reports from CLMs; reports are 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 President
7. Signature of the CLM