

UUSCM Endorsement Process

1. Becoming Informed

Process Step	Requirement Specifics
<p>Become informed about what will be required of you to become endorsed and board-certified</p>	<ul style="list-style-type: none"> ● Individuals interested in obtaining endorsement from UUSCM to become certified by the Board of Chaplaincy Certification Inc. (BCCi) must review and become aware of ALL that is required both for endorsement and board certification: <ul style="list-style-type: none"> ○ UUSCM website ○ BCCi website ● As you review the requirements and steps, consider the costs of becoming board certified (of which UUSCM Endorsement is just one part) including not only the financial costs but also the costs in terms of time, effort, and impact on other commitments you already have in your life <p>Note: UUSCM has attempted, wherever possible, to keep the costs of endorsement as low as possible, such as avoiding duplication of BCCi requirements and steps, while still ensuring that those endorsed are equipped and prepared to represent Unitarian Universalism in the wider community</p>
<p>Contact UUSCM to gain more understanding of what is required</p>	<ul style="list-style-type: none"> ● You are highly encouraged to email UUSCM to request that an Endorsement Panel member contact you by phone or video conference (include any specific concerns or questions you might already have in the email) ● This is your opportunity to receive feedback and direction from the Endorsement Panel, who otherwise you will not see until after you have completed all of the requirements <p>Note: Endorsement Panel members are not a substitute for reviewing the materials about endorsement on the UUSCM website.</p> <p>Note: For details on the UUSCM Endorsement Panel structure see “UUSCM Endorsement Panel” above.</p>

UUSCM Endorsement Process (Continued)

2. Completing UUSCM Requirements

Process Step	Requirement Specifics
Be a UUSCM member	<ul style="list-style-type: none"> • You must be a member of UUSCM to obtain and maintain endorsement (including being up-to-date on your annual dues) • Student membership is currently \$22.50 per year • If not already a UUSCM member, here are the instructions to apply for membership: http://www.uuscm.org/PathToMembership <p>Note: Involvement in UUSCM, including attending UUSCM events, is highly encouraged</p>
Be an active UU congregational member	<ul style="list-style-type: none"> • You must be an active member of a UU congregation to obtain and maintain endorsement <p>Note: Sponsorship by a UU congregation will be required when you apply for endorsement</p>
Have an awareness of the diversity of Unitarian Universalism	<ul style="list-style-type: none"> • Not all Unitarian Universalist congregations are alike, therefore, a wider appreciation of UUism is necessary when working outside the congregational setting • You are encouraged to be involved at the cluster (local grouping of congregations), regional, and/or national level of the UUA • Suggestions include attending the UUA’s General Assembly or regional gatherings, visiting other congregations when traveling, or joining other UU affiliated organizations: https://www.uua.org/offices/organizations

UUSCM Endorsement Process (Continued)

2. Completing UUSCM Requirements (Continued)

Process Step	Requirement Specifics
Complete all BCCi requirements	<ul style="list-style-type: none"> ● To apply for UUSCM endorsement, you will have to attest that you have met all of the BCCi requirements for certification including, but not limited to: <ul style="list-style-type: none"> ○ Bachelor’s degree ○ Theological degree (e.g. MDiv or equivalent) ○ Clinical Pastoral Education (2-4 units) ○ Other requirements BCCi determines necessary <p>Note: See BCCi website for a complete listing of requirements for certification: bcci.professionalchaplains.org</p>
Complete the UUSCM Required Reading List	<ul style="list-style-type: none"> ● To receive endorsement, you should be able to articulate the concepts and content of the materials included in the reading list (See the “Appendix” below for the UUSCM REQUIRED READING LIST) ● You are encouraged to supplement the required reading list with readings that interest you, particularly those written from UU or historically-marginalized perspectives (these will be included in your application) <p>Note: Keep track of any supplemental readings that will further demonstrate your grounding in UUism, as the application form includes a section to include these readings.</p>

UUSCM Endorsement Process (Continued)

2. Completing UUSCM Requirements (Continued)

Process Step	Requirement Specifics
Complete the UU Jubilee Anti-Racism Training	<ul style="list-style-type: none"> ● Contact your UU regional staff to find out when and where it is planned to be offered (in some areas it may not be offered regularly) <p>Note: Many seminaries require such training as part of their curriculum. Contact the UUSCM Endorsement Panel to confirm if your seminary’s training can be substituted for this requirement</p>
Complete the Sexuality Issues for UU Ministers course	<ul style="list-style-type: none"> ● This is an online course offered through the Religious Institute: http://religiousinstitute.org/sexuality-issues-for-unitarian-universa list-ministers/ ● Cost to you is currently \$200 (See Religious Institute website for current pricing) <p>Note: A Certificate of Completion is required to meet this requirement (an audit of this course will not be accepted).</p>
Complete a Letter of Affiliation	<ul style="list-style-type: none"> ● Complete a LETTER OF AFFILIATION with your congregation ● The “Appendix” below includes instructions and a sample form
Complete a Covenant of Right Relationship	<ul style="list-style-type: none"> ● Enter into covenant with the lead minister(s) of your affiliated congregation (if any) by completing a COVENANT OF RIGHT RELATIONSHIP before receiving endorsement <p>Note: You are required to complete and submit a new COVENANT OF RIGHT RELATIONSHIP if there is a ministerial transition in your affiliating congregation</p> <ul style="list-style-type: none"> ● The “Appendix” below includes a sample form

UUSCM Endorsement Process (Continued)

2. Completing UUSCM Requirements (Continued)

Process Step	Requirement Specifics
<p>Complete coursework that covers these UU topics:</p> <ol style="list-style-type: none"> 1. UU History 2. UU Polity 3. UU Theologies 4. UU Identity 	<ul style="list-style-type: none"> • Each of the topics listed under this UU coursework requirement can be met by successfully completing either: <ul style="list-style-type: none"> • Renaissance modules <li style="text-align: center;">OR • Graduate level coursework <p>Note: Renaissance Modules vary as to when and where they are made available. See the Renaissance Module Schedule for current offerings.</p> <p>Note: Graduate courses are offered at seminaries with larger UU student populations. Both Starr King School for the Ministry and Meadville Lombard offer on-line or January intensive courses, however, they fluctuate as to when they are made available so plan ahead. Many seminaries will also allow the creation of independent study courses on areas of focus not offered as part of their curriculum. In recent years, such courses have been made available during the UUA's General Assembly.</p> <p>Note: Graduate courses <i>must</i> be taken for credit. Audits will not be accepted. Course syllabi may be requested.</p>

UUSCM Endorsement Process (Continued)

2. Completing UUSCM Requirements (Continued)

You are highly encouraged to complete the following:

Process Step	Requirement Specifics
Prepare a Learning Plan (Optional)	<ul style="list-style-type: none"> ● Using a LEARNING PLAN, determine when, where, and how you are going to meet all of the many requirements for both UUSCM and BCCi ● Create a plan that is tailored to your needs and balances with your other life commitments ● Detail any requirements that you may have already met (UUSCM or BCCi) ● Pay attention, you be able to complete requirements consecutively (e.g. choosing seminary courses that cover the coursework required either by UUSCM or BCCi) ● Pay attention to when certain requirements <i>will</i> and <i>will not</i> be available ● If you believe you have met a UUSCM specific requirement in a way other than what is listed below (e.g. graduate coursework), contact the UUSCM Endorsement Panel to determine if it will be accepted as an equivalent (Note: A syllabus or certificate may be required) ● Questions/concerns about whether you have met a particular BCCi requirement should be directed to the BCCi ● See LEARNING PLAN in the “Appendix” below for more instruction

UUSCM Endorsement Process (Continued)

2. Completing UUSCM Requirements (Continued)

The following steps will be required *after* you receive endorsement, however, you are highly encouraged to begin them earlier:

Process Step	Requirement Specifics
Obtain a Mentor	<ul style="list-style-type: none">• Mentorship by a UU chaplain who is BCCi certified will be required once you receive endorsement• You are highly encouraged to begin such mentorship at an earlier stage to support you while you complete all the necessary requirements for endorsement and BCCi certification• See the “After Endorsement” section below for more details on mentorship
Set up a Committee on Chaplaincy Ministry (COCM)	<ul style="list-style-type: none">• A COCM will be required once you receive endorsement• You are highly encouraged to set up this committee at an earlier stage to support you while you complete all the necessary requirements for endorsement and BCCi certification• See “After Endorsement” section below for more details on COCM

UUSCM Endorsement Process (Continued)

3. Applying for Endorsement

Process Step	Requirement Specifics
Read the instructions for applying	<ul style="list-style-type: none">• See “Appendix” for INSTRUCTIONS ON APPLYING FOR ENDORSEMENT <p>Note: Ensure you review these instructions closely as incomplete applications could result in significant delay. Interviews with the Endorsement Panel only occur biannually, possibly delaying your endorsement by 6 months.</p>
Obtain sponsorship from a UU congregation	<ul style="list-style-type: none">• Sponsorship by a UU congregation is a requirement to apply for endorsement. <p>Note: Endorsed persons must have and maintain an ongoing connection to a Unitarian Universalist community that reflects a relationships of accountability to Unitarian Universalism beyond identifying as a Unitarian Universalist. Persons from historically marginalized identities who may face challenges in obtaining sponsorship may contact UUSCM to explore potential alternatives to meet this requirement.</p> <ul style="list-style-type: none">• See “Appendix” for the STATEMENT OF CONGREGATIONAL SPONSORSHIP form (instructions included on the form)

UUSCM Endorsement Process (Continued)

3. Applying for Endorsement (Continued)

Process Step	Requirement Specifics
Complete an application	<ul style="list-style-type: none">● Complete the APPLICATION FORM (See “Appendix”) which includes the following sections:<ol style="list-style-type: none">1. Biographical information2. Conviction disclosure3. Attestations that you:<ol style="list-style-type: none">a. Will abide by the UUSCM <u>Code of Professional Practice</u>b. Have completed the UUSCM Reading Listc. Have met all BCCi Requirementsd. Are an active member of a UU congregation*e. Are a member of UUSCM and your dues are paidf. Agree not to seek paid ministry positions in parish settings (without prior authorization)4. Essays to demonstrate UU grounding and knowledge

UUSCM Endorsement Process (Continued)

3. Applying for Endorsement (Continued)

Process Step	Requirement Specifics
<p>Share the following BCCi requirements with the UUSCM Endorsement Panel (useful to review)</p>	<ul style="list-style-type: none"> ● BCCi requirements to be shared include: <ol style="list-style-type: none"> 1. CPE Supervisor & Self-Evaluations (Final unit only) 2. Educational Transcripts (Including proof of required UU graduate level courses/training, which may be in the form of certificates) 3. Recommendation Letters (3 required) 4. Biographical Essay 5. BCCi Competency Essays: <ol style="list-style-type: none"> a. Integration of Theory and Practice (Section I competencies) <ul style="list-style-type: none"> ● Theory and its congruence with your provision of spiritual care b. Professional Identity and Conduct (Section II competencies) <ul style="list-style-type: none"> ● Understanding of professional identity and how it influences conduct as a spiritual care provider c. Professional Practice Skills (Section III competencies) <ul style="list-style-type: none"> ● Skills in providing spiritual care d. Organizational Leadership (Section IV competencies) <ul style="list-style-type: none"> ● Ability to lead within the setting(s) in which spiritual care is provided 6. Two written Clinical Contacts

UUSCM Endorsement Process (Continued)

3. Applying for Endorsement (Continued)

Process Step	Requirement Specifics
<p>Submit to the Endorsement Panel:</p>	<ul style="list-style-type: none"> ● Congregational LETTER OF AFFILIATION & ADDENDUM ● COVENANT OF RIGHT RELATIONSHIP with minister(s)
<p><i>If you completed</i> the optional steps on pages 25-26, please submit:</p>	<ul style="list-style-type: none"> ● If you completed any other following while you were completing the UUSCM requirements please attach the documents to your application to provide a fuller picture of your preparation to the Endorsement Panel: <ul style="list-style-type: none"> ● LEARNING PLAN (most recent) ● MENTOR EVALUATION (See “Appendix”) ● COMMITTEE ON CHAPLAINCY MINISTRY EVALUATION (See “Appendix”)
<p>Submit your application for endorsement</p>	<ul style="list-style-type: none"> ● Submit the APPLICATION FORM and all of the above supporting documentation via email to UUSCM at: [UUSCM email address] <p>Note: No paper documentation can be accepted (If required, assistance can be requested by emailing the UUSCM Administrator at: uuscmministry@gmail.com)</p>
<p>Submit the Application Fee</p>	<ul style="list-style-type: none"> ● Under Review

UUSCM Endorsement Process (Continued)

4. Attending Endorsement Interview

Process Step	Requirement Specifics
<p>A date for your interview by the Endorsement Panel is scheduled</p>	<ul style="list-style-type: none"> ● Once UUSCM has received your APPLICATION FORM and all the supporting documents listed above, you will be scheduled for the next available interview slot and notified by email ● Interviews are held biannually (February & September)
<p>Attend the interview</p>	<ul style="list-style-type: none"> ● Interviews are conducted using video conferencing service (Zoom) ● The Endorsement Panel will be interested in assessing your: <ul style="list-style-type: none"> ○ Commitment to Unitarian Universalism and your congregation ○ Skill and ability to represent Unitarian Universalism outside of the congregational setting ○ Aptitude for pastoral care ○ Sense of calling to chaplaincy

UUSCM Endorsement Process (Continued)

4. Attending Endorsement Interview (Continued)

Process Step	Requirement Specifics
<p>Receive results of the interview</p>	<ul style="list-style-type: none"> ● After the interview, the committee will deliberate offline ● You will receive a phone call from the Endorsement Panel notifying you of the their decision: <ol style="list-style-type: none"> 1. Endorsement Granted 2. Endorsement Provisionally Granted <ul style="list-style-type: none"> ○ A concern must be addressed before you submit your application to BCCi. If you can document addressing that concern within a mutually agreed upon timeframe, your endorsement will be granted 3. Endorsement Delayed <ul style="list-style-type: none"> ○ The committee has a concern that they would like you to address. Once it has been addressed, you will return for a second interview 4. Endorsement Denied <ul style="list-style-type: none"> ○ If you wish to dispute the Endorsement Panel’s decision, you may contact the UUSCM Good Officer for assistance ● You will receive an email later documenting the decision <p>Note: Your endorsement will automatically expire after five (5) years unless you apply to have your endorsement renewed.</p>
<p>BCCi informed of your endorsement</p>	<ul style="list-style-type: none"> ● UUSCM will inform BCCi of your faith endorsement (via the process set by BCCi)

UUSCM Endorsement Process (Continued)

5. Completing Post-Endorsement Requirements

Process Step	Requirement Specifics
If you haven't already, complete the following steps	<ul style="list-style-type: none"> ● The following post-endorsement requirements <i>must</i> be set up after you receive endorsement, however, any of them can be set up at any time during the endorsement process <p>Note: You <i>must</i> complete the following requirements within <i>30 days</i> of receiving your endorsement or your endorsement will be withdrawn (you may email UUSCM with an explanation if further time is required).</p>
Identify a mentor and arrange meeting times	<ul style="list-style-type: none"> ● Identify a mentor who meets the following criteria: <ol style="list-style-type: none"> 1. Professional chaplain with experience (preferably in the area of chaplaincy you intend to pursue) 2. BCCi certified chaplain 3. Unitarian Universalist (preferred) ● You must meet with your mentor at least monthly (in person or virtually) for a period of three years ● You are responsible for arranging the dates/times to meet with your mentor ● The APC Mentorship program may help in identifying a potential mentor, who will be an individual prepared to help you complete your BCCi application materials and prepare for the interview ● The Endorsement Panel may be able to offer assistance <p>Note: If you already began a mentorship earlier in the process, as you were encouraged to, you may continue this same relationship after endorsement.</p>

UUSCM Endorsement Process (Continued)

5. Completing Post-Endorsement Requirements (Continued)

Process Step	Requirement Specifics
Set up a Committee on Chaplaincy Ministry (COCM)	<ul style="list-style-type: none">● Your committee should include:<ul style="list-style-type: none">○ At least 5 people○ Several lay people from your affiliated congregation <p>Note: You are encouraged to include individuals with experience from the setting in which you intend to do chaplaincy (e.g. Healthcare chaplains might include doctors, nurses, or other healthcare professionals, or prison chaplains might choose to include those employed in prisons or those previously incarcerated).</p> <ul style="list-style-type: none">● Your committee must meet at least monthly (in person or virtually)● You are responsible for scheduling meetings

UUSCM Endorsement Process (Continued)

5. Completing Post-Endorsement Requirements (Continued)

Process Step	Requirement Specifics
<p>Submit proof that the following steps have been completed</p>	<ul style="list-style-type: none"> ● Send an email to UUSCM detailing who you have chosen as a mentor including their title, place of employment as a chaplain (unless retired) and contact email and phone number ● Send an email to UUSCM detailing who will be serving on your COMMITTEE OF CHAPLAINCY MINISTRY and why (include the name of the chair with contact email and phone number) ● Email a copy of your LETTER OF AFFILIATION and any COVENANTS OF RIGHT RELATIONSHIP to UUSCM
<p>Congregational Commissioning Ceremony (Optional)</p>	<ul style="list-style-type: none"> ● Once you have received endorsement from UUSCM, you are highly encouraged to have a formal commissioning ceremony with your affiliating congregation ● Identify an upcoming worship service in which your congregation can include a formal commissioning ceremony ● Congregations are urged to make this a celebratory event in which your significant accomplishments are recognized ● The ceremony should be designed to acknowledge the mutual covenant of service that now exists between you and your affiliating congregation ● The ceremony should not be designed in such a way as to be misconstrued as an ordination, since after endorsement you will remain a lay person, albeit one who is professionally trained

UUSCM Endorsement Process (Continued)

6. Achieving BCCi Endorsement

Process Step	Requirement Specifics
<p>Meet ongoing UUSCM requirements to maintain endorsement</p>	<ul style="list-style-type: none"> • Until you become BCCi certified, you <i>must</i> meet the following ongoing requirements to retain your UUSCM endorsement: <ol style="list-style-type: none"> 1. Remain informed of any changes/updates to either the UUSCM Endorsement Process or BCCi Certification processes 2. Continue your UUSCM membership (including remaining up to date on your annual dues) 3. Adhere to the UUSCM Code of Ethics 4. Continue active UU participation 5. Continue formal affiliation with a UU congregation (See “Maintaining Endorsement” below for instructions if you relocate) 6. Remain in covenant with lead minister(s), if any, of your affiliated congregation (See “Maintaining Endorsement” below for instructions if there is a ministerial change at your affiliated congregation) 7. Meet with your mentor monthly for a period of three years 8. Meet with your Committee on Chaplaincy Ministry monthly for a period of three years 9. Have your mentor and the chair of your Committee on Chaplaincy Ministry complete, share, and submit an annual EVALUATION to UUSCM on the anniversary of your endorsement (See “Appendix” for templates) 10. If you decide not to continue pursuing BCCi certification, please advise UUSCM by email <p>Note: Failure to meet <i>any</i> of the ongoing requirements listed above will result in your endorsement by UUSCM being rescinded.</p>

UUSCM Endorsement Process (Continued)

6. Achieving BCCi Endorsement (Continued)

Process Step	Requirement Specifics
<p>Finalize and submit your BCCi application</p>	<ul style="list-style-type: none"> ● Follow the BCCi process to apply for an interview to be vetted for board certification (see BCCi website) <p>Note: The UUSCM process is designed in such a way that all of the required materials you need to apply for BCCi certification will already have been completed (although your Endorsement Panel interview might lead you to edit some of your materials).</p> <ul style="list-style-type: none"> ● Begin preparing for your BCCi interview <p>Note: You may wish to take advantage of the APC Mentoring Program to assist you in polishing your materials and preparing for your interview.</p>
<p>Attend your BCCi certification interview</p>	<ul style="list-style-type: none"> ● After your BCCi interview, it is your responsibility to advise UUSCM by email of the outcome of that interview within 24 hours, regardless of the outcome <p>Note: Failure to advise UUSCM could result in your endorsement being rescinded.</p>

UUSCM Endorsement Process (Continued)

7. Maintaining Endorsement

Process Step	Requirement Specifics
Ongoing requirements	<ul style="list-style-type: none"> • To maintain your UUSCM endorsement, you <i>must</i>: <ol style="list-style-type: none"> 1. Remain informed of any changes/updates to either the UUSCM Endorsement Process or BCCi Certification processes 2. Maintain your UUSCM membership (including remaining up to date on your annual dues) 3. Adhere to the UUSCM Code of Ethics 4. Continue formal affiliation with a UU congregation 5. Continue active UU participation 6. Meet monthly with your mentor for a period of three years (optional after first endorsement renewal) 7. Maintain a Committee on Chaplaincy Ministry (COCM) that meets quarterly (at minimum) for a period of three years (optional after the first endorsement renewal) 8. Have the chair of your Committee on Chaplaincy Ministry submit an annual EVALUATION to UUSCM (See “Appendix” for template) 9. Meet all ongoing BCCi requirements to maintain your certification (see BCCi website) 10. Email UUSCM a copy of the annual continuing education report you are required to submit annually to BCCi (when submitted) <p>Note: Failure to meet <i>any</i> of the ongoing requirements listed above or below will result in your endorsement by UUSCM being rescinded.</p>

UUSCM Endorsement Process (Continued)

7. Maintaining Endorsement (Continued)

Process Step	Requirement Specifics
<p>Clergy change at your affiliated congregation</p>	<ul style="list-style-type: none"> ● If a new lead minister is called to your affiliated congregation a new COVENANT OF RIGHT RELATIONSHIP with that minister must be completed and submitted to UUSCM within 60 days of that minister’s start date
<p>If you relocate</p>	<ul style="list-style-type: none"> ● You must affiliate with a nearby UU congregation which includes: <ul style="list-style-type: none"> ○ Drawing up a LETTER OF AFFILIATION ○ Meeting with the lead minister(s), if any, and negotiating and drawing up a COVENANT OF RIGHT RELATIONSHIP <p>Note: The above <i>must</i> be completed within 60 days of relocating (Additional time can be requested if circumstances merit).</p>

UUSCM Endorsement Process (Continued)

8. Renewing Endorsement

Every 5 years, proof of your continuing endorsement from UUSCM is required by the Board of Chaplaincy Certification Inc. as part of their renewal process (consult BCCi website for full and current requirements).

Six (6) months prior to your BCCi renewal due date, begin the following UUSCM renewal process to ensure your endorsement is renewed before it is required. The Endorsement Panel will consider renewal requests at their biannual meetings.

Process Step	Requirement Specifics
Update your congregational affiliation	<ul style="list-style-type: none"> An updated LETTER OF AFFILIATION signed and dated by your affiliated congregation’s Board President including an attachment detailing your participation in that congregation
Renew your covenant with the lead minister	<ul style="list-style-type: none"> A renewed, signed and dated COVENANT OF RIGHT RELATIONSHIP with the lead minister of your affiliated congregation (if any)
Complete the renewal application form	<ul style="list-style-type: none"> Complete the RENEWAL APPLICATION FORM (See “Appendix”) including: <ul style="list-style-type: none"> Your continued involvement and engagement with Unitarian Universalism (congregational, regional, and denominational levels) Acknowledgement that you have followed, will continue to abide by, and will remain updated on the UUSCM Code of Ethics
Become re-commissioned by your affiliated congregation (Optional)	<ul style="list-style-type: none"> Consider a re-commissioning ceremony during worship services to keep current congregational membership aware of your work on their behalf in the wider community

Note: All of the above must be submitted via email a month in advance of the next upcoming Endorsement Panel meeting for them to review and approve your renewal request. You will be notified via email and UUSCM will advise BCCi on your behalf.

Resources Required to Implement

The proposal outlined above will require the following resources:

Administrative Resources

- Email
 - A secure email address to accept documentation from individuals
 - Endorsement Panel members
- Electronic file storage
 - Needs to be secure and password protected
- Electronic file transfer
 - Secure way to share documentation between Endorsement Panel members such as Wettransfer.com (free up to 2GB) used by the CERG Commissioned Lay Ministry program
- Video Conferencing
 - Endorsement Panel meetings
 - Entry and Endorsement interviews
 - Mentor/Mentee meetings
- Website
 - Information about the process will need to be hosted on UUSCM's website
 - Other UUA sites (such as MFC pages) should reference and link to the UUSCM Endorsement Process

People Resources

- Administrative Support
 - Accepts documents virtually (email)
 - Files documents electronically
 - Directs inquiries to appropriate person (e.g. Endorsement Panel Chair or Liaisons)
- Endorsement Panel (see Endorsement Process Committee)
Volunteer positions
- Mentors
 - Volunteer positions

Resources Required to Implement (Continued)

Financial Resources

- To keep costs low, the process makes use of volunteer positions in place of paid positions, and virtual resources in place of hard resources (e.g. using video conferencing tools instead of face-to-face interviews which would include travel, accommodation, and physical space)

Note: The efficacy of using both volunteer and virtual resources is based on the advice received from Rev. Joan Van Becelaere, drawn from her experience of implementing CERG's Commissioned Lay Ministry program over several decades

- The financial cost of implementing this proposal would be due to the administration of the process
- Administrative costs would consist of:
 - Compensation for the hours of work to complete the tasks listed under Administrative Support
 - Costs to maintain the Administrative Resources listed above

Administrative costs would vary based on the volume of individuals applying for endorsement

- The taskforce estimates that the volume is unlikely to exceed ten (10) to fifteen (15) applications per year

Note: This estimation is based upon two factors:

- The historical volumes of applications received by Central East Region's Commissioned Lay Ministry program (currently 20 individuals enrolled but they remain in the program over several years)
- Number of responses by individuals to calls for interest in a lay endorsement process posted on various UUSCM and UUA communication streams (social media groups, listservs, etc.) which resulted in fifteen (15) responses, of which several were unsure if they would make use of the process

Appendix

The following pages of the appendix include instructions and forms to support the process that will be made available on the UUSCM website. They include:

- **INSTRUCTIONS ON APPLYING FOR ENDORSEMENT**
- **APPLICATION FORM**
- **STATEMENT OF CONGREGATIONAL SPONSORSHIP** form
- **READING LIST**
- **LEARNING PLAN** template
- **LETTER OF AFFILIATION** template
- **COVENANT OF RIGHT RELATIONSHIP** template
- **MENTOR EVALUATION** template
- **COMMITTEE ON CHAPLAINCY MINISTRY EVALUATION** template
- **INSTRUCTIONS FOR RENEWING YOUR UUSCM ENDORSEMENT**
- **RENEWAL APPLICATION FORM**

UU Society for Community Ministries

Board of Chaplaincy Endorsement Process

INSTRUCTIONS ON APPLYING FOR ENDORSEMENT

Important - Please Read!

This endorsement process is specifically designed for those individuals seeking to obtain professional credentials as **lay chaplains** from the Board of Chaplaincy Certification Inc. and who seek to work outside of the UU parish setting as professional lay chaplains.

The UUSCM Endorsement Process is **not a path to ordained UU ministry**. Those who complete this endorsement process are not entitled to use the titles of Reverend, Pastor, or any other titles reserved for ordained ministers and should avoid presenting themselves as ordained. The titles of Lay Chaplain, Commissioned Chaplain or Commissioned Lay Chaplain (once commissioned), Board Certified Chaplain or Associate Certified Chaplain (after certification) or simply Chaplain are acceptable for use.

Those seeking to become military chaplains must use the UUA's Ministerial Fellowship Committee process since the U.S Government currently requires full ordination to serve as a military chaplain and will not accept endorsed lay persons.

Those seeking to become ordained UU ministers, or those wishing to work dually as a parish minister and chaplain, must follow the UUA's Ministerial Fellowship Committee process.

<https://www.uua.org/careers/ministers/becoming>

UU fellowshipped ministers seeking professional certification from the Board of Chaplaincy Certification Inc. (BCCi) should contact the UUA for instructions on receiving endorsement.

UU Society for Community Ministries

Board of Chaplaincy Endorsement Process

INSTRUCTIONS ON APPLYING FOR ENDORSEMENT (CONTINUED)

Historically Marginalized Identities

UUSCM is committed to removing barriers faced by individuals who have been historically marginalized as a result of their identity.

Despite this commitment, unforeseen circumstances may arise for such individuals that directly impact an individual's ability to meet a specific requirement or step in the UUSCM Endorsement Process.

Individuals experiencing such barriers are encouraged to contact the UUSCM Endorsement Panel to bring such barriers to the committee's attention. The committee may either work with the individual to identify an alternative that meets the spirit of that requirement or step, or, when warranted, receive a waiver.

An example is a transman of color who shared the significant challenge they would experience in obtaining congregational sponsorship. The reasoning behind congregational sponsorship is to ensure an individual holds covenanted relationships of accountability with other UUs, a necessity for anyone representing UUism in the wider community. In such a situation, the individual could be encouraged to become involved in Church of the Larger Fellowship or with an UU affinity group that would be willing to sponsor that person in lieu of a congregation.

Should the Endorsement Panel become aware of a barrier that is repeatedly experienced by multiple individuals (and not related to a particular situation or circumstance), the committee commits to reassessing and changing the requirements or steps of the Endorsement Process to remove such barriers.

UU Society for Community Ministries Board of Chaplaincy Endorsement Process

INSTRUCTIONS ON APPLYING FOR ENDORSEMENT (CONTINUED)

Steps to Apply

1. Review the UUSCM Website

Individuals or congregations interested in learning more about obtaining endorsement by UUSCM for chaplaincy board certification by the Board of Chaplaincy Certification Inc. (BCCi) should go to the UUSCM website for detailed information: <http://www.uuscm.org/>

Look over the materials carefully so that you have a good understanding of the process including requirements/steps both for endorsement and board certification as well as the significant costs in terms of time, money, and effort.

2. Contact the UUSCM Endorsement Panel

UUSCM Endorsement Panel members are happy to speak with any person who has questions about the endorsement process, either over the phone or by email.

Don't be shy about contacting us—it helps the entire process for you, UUSCM, and congregations to be in close communication

Simply email UUSCM at [email address] with specific questions or to request a member of the UUSCM Endorsement Panel to contact you by phone (include general times you are normally available).

3. Ensure you are a member of UUSCM

Membership in the Unitarian Universalist Society for Community Ministries is a requirement for endorsement. This includes being up to date with your annual dues. Student memberships are currently \$22.50 per year.

To apply for membership, pay your dues or confirm that you are up to date, or review the other levels of membership and their corresponding annual dues, click here:

<http://www.uuscm.org/PathToMembership>

UU Society for Community Ministries

Board of Chaplaincy Endorsement Process

INSTRUCTIONS ON APPLYING FOR ENDORSEMENT (CONTINUED)

4. Obtain Congregational Sponsorship

As a potential candidate for endorsement, you will need to secure the sponsorship of a local congregation. Talk with your congregation's leadership and lead minister (if there is one) as early as possible. Make sure they:

1. Recognize and acknowledge your call to the ministry of chaplaincy.
2. Are willing to give you a positive endorsement.
3. Understand their role in the process of becoming a board-certified chaplain and their continuing role once you become board-certified:
 - a. Are able to provide congregants to be on your Committee on Chaplaincy after your endorsement.
 - b. Are willing to enter into a relationship of affiliation with you, including being willing and able to work out written agreements as to the mutual needs, interests and expectations of the congregation, lead minister (if any), and you (i.e. Letter of Affiliation and Covenant of Right Relationship).
 - c. Are willing to conduct an appropriate commissioning ceremony once you achieve board certification (encouraged but not mandatory).
4. Are willing to sponsor you for endorsement once they have considered all of the above.

Note: Some congregations may insist, or their bylaws may require, a congregational vote to sponsor or affiliate with an individual for roles beyond the congregation.

Once you have completed the above, fill out the STATEMENT OF CONGREGATIONAL SPONSORSHIP form (a template is located below, directly underneath the APPLICATION FORM). Have your congregation's President sign the form.

Note: This will be the central authorizing document for your endorsement, so be sure to do this step with great care.

UU Society for Community Ministries Board of Chaplaincy Endorsement Process

INSTRUCTIONS ON APPLYING FOR ENDORSEMENT (CONTINUED)

5. Complete the APPLICATION FORM

The APPLICATION FORM contains five sections:

1. Biographical Information
2. Background Information
3. Essay Questions
4. Waiver of Claims and Authorization
5. Criminal Offense Disclosure/False Representation Statement.

Fill out all the sections of the form (below these instructions). The form includes the following attestations:

- You have read and agree to adhere to the UUSCM Code of Professional Practice
- You have read all the materials included in the UUSCM Endorsement Reading List
- You have completed or met all the BCCi requirements that are necessary to apply for board certification
- You agree not to take paid ministerial employment in parish settings (without prior approval from the UUSCM Endorsement Panel)

Note: Receiving endorsement requires that you agree not to seek paid ministry positions in congregational settings (does not include administrative or non-ministerial paid positions).

Also included is an essay question asking you to articulate how your UU identity and faith impact and inform your chaplaincy.

UU Society for Community Ministries Board of Chaplaincy Endorsement Process

INSTRUCTIONS ON APPLYING FOR ENDORSEMENT (CONTINUED)

6. Additional Items to be Included

Copies of the following documents should be emailed to UUSCM to be appended to your application form. Inclusion of these documents is intended to provide the Endorsement Panel with additional context and a fuller understanding of you as a UU and a chaplain:

1. CPE Supervisor Evaluation (from your final unit only)
2. CPE Self-Evaluation (from your final unit only)
3. Undergraduate and Graduate transcripts
4. Certificates of Completion proving successful completion of the required UU coursework (not necessary if reflected on your transcripts)
5. Copies of the three (3) Recommendation Letters required by BCCi
6. A copy of the Biographical Essay required by BCCi (may be in draft form)
7. Copies of the four (4) different Competency Essays required by BCCi (may be in draft form)
8. Copies of the two (2) written Clinical Contacts required by BCCi (may be in draft form)
9. A copy of your LEARNING PLAN (optional)
10. A copy of an existing congregational LETTER OF AFFILIATION & ADDENDUM
11. A copy of an existing COVENANT OF RIGHT RELATIONSHIP with the lead minister(s) of your sponsoring or affiliating congregation

7. Application Fee (Under Review)

Submit the required fee (if one is to be charged).

UU Society for Community Ministries

Board of Chaplaincy Endorsement Process

INSTRUCTIONS ON APPLYING FOR ENDORSEMENT (CONTINUED)

8. Interview

Once your application form and all the necessary supporting documentation listed above are received and reviewed by UUSCM, you will be scheduled for the next available appointment slot. Interviews are held biannually and are conducted via video-conferencing. The Endorsement Panel will be interested in assessing your:

- Commitment to Unitarian Universalism and your congregation
- Skill and ability to represent Unitarian Universalism outside of the congregational setting
- Aptitude for chaplaincy
- Sense of calling to chaplaincy

After the interview, the committee will deliberate offline. You will receive a phone call from the Endorsement Panel notifying you of their decision:

1. Endorsement Granted
2. Endorsement Provisionally Granted:
 - A concern must be addressed before you submit your application to BCCi. If you can document addressing that concern within a mutually agreed upon timeframe, your endorsement will be granted
3. Endorsement Delayed:
 - The committee has a concern that they would like you to address. Once it has been addressed, you will return for a second interview
4. Endorsement Denied:
 - If you wish to dispute the Endorsement Panel's decision, you may contact the UUSCM Good Officer for assistance

You will receive an email later documenting the decision.

Note: Your endorsement will automatically expire after five (5) years unless you apply to have your endorsement renewed (See INSTRUCTIONS FOR RENEWING YOUR UUSCM ENDORSEMENT below).

UU Society for Community Ministries Board of Chaplaincy Endorsement Process

INSTRUCTIONS ON APPLYING FOR ENDORSEMENT (CONTINUED)

9. Complete Post-Endorsement Requirements

Within 30 days of receiving endorsement you must:

1. Obtain a mentor (after your first endorsement renewal a mentor is encouraged but not required)
2. Set up a Committee of Chaplaincy Ministry
3. Have a commissioning ceremony (optional)

Note: See “Completing Post-Endorsement Requirements” above for specific details.

**UU Society for Community Ministries
Board of Chaplaincy Endorsement Process**

APPLICATION FORM

Biographical Information

Applicant Name:

Street Address:

City:

State:

Zip Code:

Name of Sponsoring Congregation:

Date of Application:

Telephone(s):

Email:

Date of Birth:

Pronouns:

Cultural, Racial or Ethnic Background (*Optional*):

Family Information (*Optional*):

Health Considerations (*Optional*)::

APPLICATION FORM (CONTINUED) Applicant Name:

Background Information

Undergraduate Academic Training (*Institutions, Dates, Degrees*):

Graduate Academic Training (*Institutions, Dates, Degrees*):

Other Relevant Preparation (*Training or Experience*):

Employment/Volunteer (*Positions held and dates, most recent first*):

Current Professional Certifications:

Current Professional State/National Licenses:

UU congregations in which you have been a member (*Names and Dates*):

List any lay offices or positions held with those congregations or in other UU affiliated organizations
(*Names and Dates*) :

UU Society for Community Ministries

Board of Chaplaincy Endorsement Process

APPLICATION FORM (CONTINUED) Applicant Name:

Essay Questions

Please evaluate your own strengths and weaknesses, as well as your motivation for pursuing board certification as a lay chaplain, by considering and responding to the following questions:

1. You would not be interested in being a professional lay chaplain without a deep feeling of commitment and emotion. How did these feelings develop?
2. How do you envision your role as a chaplain?
3. How would you describe your leadership style?
4. What is your religious background? Were you always a UU, or how did you become one?
5. How do you think you would recognize and handle situations involving strongly felt convictions which might differ from your own?
6. How do you view professional lay chaplain activities in contrast and in relationship to those of a professional ordained minister?
7. Describe a situation in which you provided help to someone. How do you evaluate this interaction? What was effective? What would you do differently?

UU Identity Essay

Please tell us how your UU identity and faith impact and inform your chaplaincy (include examples from your clinical experiences):

UU Society for Community Ministries

Board of Chaplaincy Endorsement Process

APPLICATION FORM (CONTINUED) Applicant Name:

Waiver of Claims and Authorization

I hereby apply to enter the UUSCM endorsement for board of chaplaincy certification process, agreeing to abide by the Rules and Policies of the Endorsement Panel and by any amendments thereof.

I further agree to defer accepting any paid UUA congregationally-based ministry positions without the prior authorization of the UUSCM Endorsement Panel (Does not include administrative or other non-ministry positions). Violation of this policy shall render the candidate ineligible for an interview with the Endorsement Panel or endorsement for four years from the commencement of the position.

I hereby understand, consent and agree that as part of my application for endorsement inquiries will be made by the Unitarian Universalist Society for Community Ministries and/or its designated committee(s) or agent(s) as to my background, moral character, reputation, health, and fitness.

I hereby authorize every person, firm, company, corporation, governmental agency, law enforcement agency, court, institution, counselor, medical provider or mental health provider having control of any documents, records or information concerning me to provide all such documents, records or information without delay or exception to the Unitarian Universalist Society for Community Ministries.

I also understand and agree that as a part of this application process I may be asked questions of a personal or private nature about my background, moral character, reputation, health and fitness (including but not limited to questions about my medical and/or mental health background), and that I must respond to these requests in a good faith, truthful, complete, candid and prompt fashion.

I irrevocably release, waive and discharge the Unitarian Universalist Society for Community Ministries and its officers, employees, committees, ministers, attorneys and agents from any and all claims of any type which I have, or may in the future have, as a result of or concerning the application process identified above, the decision made as a result of this application, and/or any inquiries made of anyone during this application process.

Signature:

Date:

UU Society for Community Ministries

Board of Chaplaincy Endorsement Process

APPLICATION FORM (CONTINUED) Applicant Name:

Criminal Offense Disclosure/False Representation Statement

Applicants seeking endorsement for board of chaplaincy certification by the Unitarian Universalist Society for Community Ministries must immediately inform the Endorsement Committee of any of the following incidents:

- Any criminal arrest and/or conviction that occur except for violations that are classified as infractions, such as speeding tickets and other violations that cannot result in incarceration. Arrests and convictions related to substance use must be reported
- Any complaint of abuse and/or neglect of a child or any other person
- Any complaint of domestic violence, harassment or request for a restraining order

Accordingly, you are asked to read, answer and sign the following:

Have you ever been subject to a complaint of abuse and/or neglect of a child or any other person, a complaint of domestic violence, harassment or request for a restraining order or have you been arrested or convicted of a criminal violation?

No _____

Yes _____ Please explain in detail and provide supporting documentation

I certify that the information I have provided on this conviction disclosure is correct and complete. I understand that providing false or incomplete information or withholding by omission or intention pertinent information may be cause for disqualification from the endorsement process and/or revocation of endorsement. I understand that the Endorsement Panel may contact references and other individuals to clarify information supplied in materials I submit for my interviews.

I understand that prior to my interview with the Endorsement Panel, I will be required to complete a criminal background check through Oxford Document Management, the cost of which will be borne by me, that the report will become the property of the Unitarian Universalist Society for Community Ministries and supplied directly to the Endorsement Panel by Oxford Document Management.

I understand that the Endorsement Panel may deem it necessary in rare cases to share the results of the background check with my current congregation and/or organization.

UU Society for Community Ministries

Board of Chaplaincy Endorsement Process

APPLICATION FORM (CONTINUED) Applicant Name:

Criminal Offense Disclosure/False Representation Statement (Continued)

It is expected that all those seeking and who have received endorsement will cooperate with the Endorsement Panel at all times. This includes, but is not limited to, responses to requests for information, provision of requested documentation, attendance at meetings with the Endorsement Panel, and compliance with any remediation and/or probation requirements. Non-compliance may be grounds for termination of endorsement.

I further agree to notify the Endorsement Panel of any and all arrests, complaints and criminal convictions as noted above that I sustain when I am in the endorsement process and when I am endorsed by the Unitarian Universalist Society for Community Ministries.

Signature:

Date:

Attestations

By checking the following, I certify that:

- I have read and agree to adhere to the [UUSCM Code of Professional Practice](#)
- I have read all the materials included in the UUSCM Endorsement Reading List
- I have completed or met all the [BCCi requirements](#) that are necessary to apply for board certification
- I agree not to take paid ministerial employment in parish settings (without prior approval from the UUSCM Endorsement Panel)

*Please email all sections of this application to: **UUSCM EMAIL***

UU Society for Community Ministries

Board of Chaplaincy Endorsement Process

STATEMENT OF CONGREGATIONAL SPONSORSHIP

One of the requirements for lay persons seeking endorsement by the Unitarian Universalist Society for Community Ministries (UUSCM) to apply for professional certification as chaplains through the Board of Chaplaincy Certification Inc. (BCCi), is sponsorship by a UU congregation. The purpose of this requirement is to ensure familiarity on the part of our professional UU chaplains with UU congregational life, and to encourage congregations to take a responsible role in the recruitment, preparation and assessment of our future professional lay chaplains.

Sponsorship of a lay person indicates confidence in that person's potential and suitability to represent Unitarian Universalism in the wider community with integrity and competence and that the person has displayed an aptitude for pastoral care. The UUSCM Endorsement Panel will regard congregational sponsorship as evidence that the person seeking endorsement is actively committed to Unitarian Universalism and the institutions which uphold our faith tradition.

In most instances, sponsorship of a candidate will be determined by the congregation or its representative body, and not by congregational vote.

* * * * *

With the above in mind, we, **[NAME OF UU CONGREGATION]**

are pleased to sponsor **[NAME OF INDIVIDUAL]**

for endorsement by UUSCM for Board of Chaplaincy Certification.

Name: **[CONGREGATION PRESIDENT OR BOARD CHAIR]**

Address of Congregation:

*Please email this form directly to: **UUSCM EMAIL***

UU Society for Community Ministries
Board of Chaplaincy Endorsement Process

READING LIST

UU Polity

UU History

UU Theologies

Pastoral Care

Rites of Passage

Social Justice

Racism, Anti-Oppression, & Multiculturalism Journey

Spiritual Life

UU Society for Community Ministries

Board of Chaplaincy Endorsement Process

LEARNING PLAN INSTRUCTIONS

This is your opportunity to plan when, where, and how you are going to meet all the requirements for both UUSCM and BCCi. Be sure to include all the requirements. If you've already met one then indicate that on the plan. Some considerations:

- What requirements might you have already completed?
- When and where are you going to obtain your MDiv or do CPE?
- When and where are you going to complete the required UUSCM coursework? (These courses vary in their availability)
- When are you going to complete the reading list?
- Can you enfold some of the coursework or reading list into seminary?
- How are you going to finance this?
- How are you going to balance this with the rest of your life?
- And many more

Be reasonable and leave yourself some flexibility. Don't guess. Research websites. Make inquiries. Learn what you need to know now rather than encountering surprises later, surprises that could significantly delay your final goal of board certification.

If you have a mentor, share your first draft with your mentor and be open to incorporating any constructive feedback received.

Note: Creating a learning plan is optional, however, it is strongly encouraged as it will bring up many questions and considerations you would not otherwise think of. If you create one, be sure to include it with your application for endorsement as it will illustrate the thought and planning you have put into reaching your goal!

UU Society for Community Ministries

Board of Chaplaincy Endorsement Process

LETTER OF AFFILIATION

between
[YOUR NAME] and
[NAME OF CONGREGATION]
[DATE]

In recognizing the importance of the ministry of chaplaincy, and in believing that Unitarian Universalism is particularly suited to support those in need of such ministry, and in seeing such ministry as an extension of its mission out into the community, [NAME OF CONGREGATION] agrees to sponsor and support [YOUR NAME] toward achieving professional chaplain certification by the Board of Chaplaincy Certification Inc. (BCCi) through the endorsement process of the Unitarian Universalist Society for Community Ministries (UUSCM).

[YOUR NAME] commits to complying with the processes of UUSCM and BCCi to achieve certification, pledges to adhere to [NAME OF CONGREGATION]'s policies, the UUSCM Code of Professional Practice, and the BCCi Code of Ethics, and strives to be a witness to the values of our shared Unitarian Universalist faith in the wider community.

SUPPORT BETWEEN [YOUR NAME] AND [NAME OF CONGREGATION]

Acknowledging [YOUR NAME]'s call to the ministry of chaplaincy, [NAME OF CONGREGATION] supports and sponsors [YOUR NAME] by granting the services specified in the Addendum to this document. The Addendum shall be updated annually by [YOUR NAME], [LEAD MINISTER NAME], and the chair of the Committee on Chaplaincy Ministry (COCM) and then submitted to the Board of Trustees (BoT).

In recognizing the importance of [NAME OF CONGREGATION]'s attention, care, education and support of the ministry of chaplaincy, [YOUR NAME] will offer the services specified in the Addendum.

It is understood that these supports, sponsorship and services are offered as part of this Letter of Affiliation and there is no compensation involved.

CHANGES TO THIS LETTER

Should [YOUR NAME] choose to leave or be removed from the UUSCM Endorsement Process for achieving Board of Chaplaincy certification, this Letter of Affiliation will automatically become null and void. [YOUR NAME] will report any such changes to [NAME OF CONGREGATION]. Any changes to the terms contained in this Letter will require a new Letter of Affiliation.

UU Society for Community Ministries

Board of Chaplaincy Endorsement Process

LETTER OF AFFILIATION (CONTINUED)

THE COMMITTEE ON CHAPLAINCY MINISTRY

[NAME OF CONGREGATION] will provide 1-2 members to voluntarily serve on [YOUR NAME]'s Committee on Chaplaincy Ministry (COCM), with one of those members serving as chair of the committee.

[YOUR NAME] is responsible for recruiting any further members required by UUSCM for this committee.

The committee will meet monthly. Space at [NAME OF CONGREGATION] will be made available at no cost for committee meetings, subject to availability and following the congregation's scheduling process.

The chair of the COCM will submit timely evaluations of [YOUR NAME] to UUSCM, as required.

COVENANT OF RIGHT RELATIONSHIP

A Covenant of Right Relationship between [YOUR NAME] and the lead minister is a requirement of this Letter of Agreement. Should the position of lead minister change, a new covenant with that individual should be drawn up within 30 days of that individual assuming the position.

[YOUR NAME] _____ Date:
Signature

[LEAD MINISTER NAME] _____ Date:
Signature

[BoT PRESIDENT NAME] _____ Date:
Signature

UU Society for Community Ministries

Board of Chaplaincy Endorsement Process

ADDENDUM TO LETTER OF AFFILIATION

between
[YOUR NAME] and
[NAME OF CONGREGATION]
[DATE]

[NAME OF CONGREGATION] agrees to provide the following to [YOUR NAME]:

Examples that could be included:

- *A ceremony during worship to acknowledge change in role*
- *Use of church facilities when available, without charge*
- *Some administrative services (copier, fax machine, printing, etc.)*
- *Acknowledgement of affiliation on general communication (newsletter, website, letterhead, etc.)*
- *Serving as a delegate at District, Regional, and General Assemblies*
- *Space on bulletin boards*
- *Space for pamphlets*
- *Access to the congregation's email list*
- *Opportunities for particular chaplaincy experience*
- *Help meeting educational expenses (be specific about what and how much)*

Although [YOUR NAME]'s primary focus and energy will be on meeting the requirements for achieving board of chaplaincy certification, [YOUR NAME] agrees to perform the following limited services for [NAME OF CONGREGATION]:

List what services / responsibilities you agree to offer the congregation. It is perfectly acceptable to list "None." Options might include:

- *Occasional pastoral counseling*
- *Lay Preaching or participation in worship*
- *Workshop facilitation or teaching courses*
- *Facilitation of discussions or programs*

Specify the limits of such services and responsibilities and what support the congregation agrees to provide in return (if none then indicate that).

UU Society for Community Ministries

Board of Chaplaincy Endorsement Process

COVENANT OF RIGHT RELATIONSHIP

between **the Rev. [PM FULL NAME]**,
Parish Minister,
[CONGREGATION NAME] and
[YOUR FULL NAME], sponsored by
[CONGREGATION NAME]

The relationship between a UU parish minister called by a parish and a UU individual seeking Board of Chaplaincy certification and sponsored by the same parish is guided by their respective codes of conduct: Unitarian Universalist Ministers Association Code of Professional Practice and Guidelines; Unitarian Universalist Society for Community Ministries Code of Practice. The hallmarks of this relationship are respect, collegiality, mutual support, open communication, and professionalism.

The following covenantal provisions are intended to deepen [PM FIRST NAME] and [YOUR FIRST NAME]'s relationship as professional colleagues by establishing clear ministerial boundaries in the [CONGREGATION NAME] context:

1. [PM FIRST NAME] and [YOUR FIRST NAME] agree to honor and affirm each other's call to ministry.
2. Although remaining a lay person, [YOUR FIRST NAME]'s entry into professional ministry shifts [YOUR FIRST NAME]'s primary relationship at [CONGREGATION NAME] to now be with [PM FIRST NAME], not the members and friends of [CONGREGATION NAME].
3. [YOUR FIRST NAME] is encouraged to develop authentic relationships with members and friends of [CONGREGATION NAME] and to participate in the life of [CONGREGATION NAME] as [YOUR FIRST NAME] feels called. However, [YOUR FIRST NAME] shall maintain a ministerial identity at all times, and is encouraged and advised to keep close, personal friendships outside of the [CONGREGATION NAME] community. Should such relationships already exist inside [CONGREGATION NAME], [YOUR FIRST NAME] will refrain from participating in conversations about [PM FIRST NAME]'s ministry.
4. In situations requiring pastoral care in [PM FIRST NAME]'s absence, [YOUR FIRST NAME] is welcome and encouraged to provide pastoral care to the person/people in the moment, and then refer them to [PM FIRST NAME] or the [PASTORAL CARE COMMITTEE NAME] if [PM FIRST NAME] is still not available.

UU Society for Community Ministries

Board of Chaplaincy Endorsement Process

COVENANT OF RIGHT RELATIONSHIP (CONTINUED)

5. If a member or friend of [CONGREGATION NAME] comes to [YOUR FIRST NAME] with an issue related to [CONGREGATION NAME], [YOUR FIRST NAME] will refer the person to [PM FIRST NAME] or to the appropriate party.
6. If [YOUR FIRST NAME] is asked to do something that [YOUR FIRST NAME] feels [PM FIRST NAME] needs to know about first, [YOUR FIRST NAME] will speak to [PM FIRST NAME] before engaging in the activity.
7. [YOUR FIRST NAME] is invited to lead workshops and other programmatic experiences at [CONGREGATION NAME] as [YOUR FIRST NAME] sees fit. For the sake of self-care, [YOUR FIRST NAME] is encouraged not to get too deeply involved in too many [CONGREGATION NAME] activities.
8. [YOUR FIRST NAME] has a standing invitation to preach at [CONGREGATION NAME] at least [NUMBER OF TIMES] per congregational year and [YOUR FIRST NAME] will be reimbursed at the current rate suggested by the UUMA.
9. [PM FIRST NAME] will maintain an interest in [YOUR FIRST NAME]'s community ministry and urge members and friends of [CONGREGATION NAME] to cultivate a similar interest in and support for [YOUR FIRST NAME]'s ministry.
10. Should [PM FIRST NAME] and [YOUR FIRST NAME] have questions or concerns with each other, they will address them with each other, not others.
11. [PM FIRST NAME] and [YOUR FIRST NAME] will revise this covenant as necessary.

The Rev [PM FULL NAME], Dated:

[YOUR FULL NAME], Dated:

UU Society for Community Ministries

Board of Chaplaincy Endorsement Process

MENTOR EVALUATION

Individual Being Evaluated:

Please note:

1. General laudatory comments alone are not helpful.
2. Please be as specific and objective as possible.
3. Use as much space as necessary.
4. Please type your responses.

Interest in and ability to relate to people different from themselves:

Commitment to local congregation and to Unitarian Universalism:

Knowledge of Unitarian Universalist values, history, and polity:

Ability to listen to others' points of view and take them into consideration:

Ability to express ideas clearly:

Ability to take initiative and to bring others along with enthusiasm:

What should the individual be sure to continue to develop in the future?

Mentor Name/Title:

Email:

Phone:

Date:

After sharing this evaluation with mentee, mentor must email this evaluation to:
[UUSCM email]

UU Society for Community Ministries

Board of Chaplaincy Endorsement Process

COMMITTEE ON CHAPLAINCY MINISTRY EVALUATION

Individual Being Evaluated:

Please note:

1. General laudatory comments alone are not helpful.
2. Please be as specific and objective as possible.
3. Use as much space as necessary.
4. Please type your responses.

Interest in and ability to relate to people different from themselves:

Commitment to local congregation and to Unitarian Universalism:

Knowledge of Unitarian Universalist values, history, and polity:

Ability to listen to others' points of view and take them into consideration:

Ability to express ideas clearly:

Ability to take initiative and to bring others along with enthusiasm:

What should the individual be sure to continue to develop in the future?

Chair Name:

Email:

Phone:

Date:

After sharing this evaluation with the individual, chair must email this evaluation to:

[UUSCM email]

UU Society for Community Ministries

Board of Chaplaincy Endorsement Process

INSTRUCTIONS FOR RENEWING YOUR UUSCM ENDORSEMENT

Important

Every 5 years, proof of your continuing endorsement from UUSCM is required by the Board of Chaplaincy Certification Inc. (BCCi) as part of their renewal process. Consult the BCCi website for the full and current requirements to maintain your board certification.

You must begin this process 6 months prior to when BCCi will require confirmation of your continuing faith endorsement. Failure to do so may put your certification in jeopardy. The Endorsement Panel will **ONLY** consider renewal requests at their biannual meetings. It is your responsibility to ensure you have left sufficient time for the Endorsement Panel to consider and approve your request for continuing endorsement.

To renew your UUSCM endorsement, you **MUST** have met **ALL** of the following requirements:

1. Continued membership in UUSCM and payment of annual dues.
2. Adherence to the UUSCM Code of Ethics and keeping up to date on any changes to this and all other UUSCM policies.
3. Continued formal affiliation with a UU congregation.*
4. Continued active UU participation (local, regional, national).
5. If you relocated a significant distance, you affiliated with another nearby UU congregation and a LETTER OF AFFILIATION and COVENANT OF RIGHT RELATIONSHIP with its minister(s) were drawn up and submitted to UUSCM.
6. If a new minister was called to your affiliated congregation, a new COVENANT OF RIGHT RELATIONSHIP with that minister was completed and submitted to UUSCM.
7. All BCCi ongoing requirements were met.
8. The annual continuing education report (required by BCCi) was also copied to UUSCM when submitted to BCCi.
9. You maintained a Committee on Chaplaincy Ministry (COCM) and met with that committee quarterly, at minimum, for a period of three years.
10. An annual COMMITTEE ON CHAPLAINCY MINISTRY EVALUATION was completed and emailed to UUSCM by the dates required by the chair of that committee.

UU Society for Community Ministries

Board of Chaplaincy Endorsement Process

INSTRUCTIONS FOR RENEWING YOUR UUSCM ENDORSEMENT (CONTINUED)

Steps to Renew Your Endorsement

1. All of the Requirements Listed Above Were Met

2. Renew Your LETTER OF AFFILIATION*

With the board of your Affiliating Congregation, review your LETTER OF AFFILIATION, update it as necessary and have your board president sign the document. Also have your board chair attach an ADDENDUM detailing how you have remained active in your affiliating congregation.

3. Renew Your COVENANT OF RIGHT RELATIONSHIP

With the lead minister of your Affiliating Congregation, review your mutual COVENANT OF RIGHT RELATIONSHIP, update it as necessary and have the president and the lead minister sign the document. (**Reminder:** You are required to complete and submit a new COVENANT OF RIGHT RELATIONSHIP if there is a ministerial transition in your affiliating congregation.)

4. Complete the RENEWAL APPLICATION FORM

Fill out all the sections of the form below these instructions. The form includes a series of attestations including:

- You continue to agree not to take paid ministerial employment in parish settings (without prior approval from the UUSCM Endorsement Panel)

Note: Continuing endorsement requires that you agree not to seek paid ministry positions in congregational settings (does not include administrative or non-ministerial paid positions.)

Also included is an essay question asking you to articulate how your UU identity and faith have impacted and informed your chaplaincy.

5. Submit Documentation

Email all of the documents above to UUSCM at [UUSCM email]

6. Application Fee

Submit the required renewal application fee.

UU Society for Community Ministries

Board of Chaplaincy Endorsement Process

INSTRUCTIONS FOR RENEWING YOUR UUSCM ENDORSEMENT (CONTINUED)

7. Renewal Application Reviewed

Once your RENEWAL APPLICATION FORM and all the supporting documentation are received by UUSCM, the Endorsement Panel will consider your renewal request at its next meeting. You, or others, may be contacted if clarification or questions arise. Failure to submit all of the required documentation will result in your endorsement being revoked.

After that meeting, the Endorsement Panel will notify you of their decision via email. Your congregation's president will also receive formal notification of the Endorsement Panel's decision via email.

When required, contact UUSCM by email to request UUSCM notify BCCi of your continuing faith endorsement.

If your renewal request is denied, you may contact the UUSCM Good Officer to contest this decision.

8. Re-Commissioning Ceremony (Optional)

With your congregation's leadership or minister, identify an upcoming worship service in which your congregation can include a formal re-commissioning ceremony.

You and your congregation are urged to make this a celebratory event in which your significant ongoing accomplishments representing Unitarian Universalism and the congregation in the wider community are recognized. The ceremony should be designed to acknowledge the ongoing mutual covenant of service that exists between you and your affiliating congregation.

UU Society for Community Ministries

Board of Chaplaincy Endorsement Process

RENEWAL APPLICATION FORM

IMPORTANT

See above in instructions for timeframes necessary to have your endorsement renewed by UUSCM before your board certification comes up for renewal.

Biographical Information

Name:

Street Address:

City:

State:

Zip Code:

Name of Affiliating Congregation:

Telephone(s):

Email:

Current Employer(s):

Current Position:

Supervisor:

Supervisor Phone:

Supervisor Email:

UU Society for Community Ministries
Board of Chaplaincy Endorsement Process

RENEWAL APPLICATION FORM (CONTINUED)

Name:

UU Identity Essay

Please tell us how your UU identity and faith impact and inform your chaplaincy (include examples from your clinical experiences):

UU Society for Community Ministries Board of Chaplaincy Endorsement Process

RENEWAL APPLICATION FORM (CONTINUED)

Name:

By checking the following, I certify that:

- I have maintained my UUSCM membership and my annual dues are up to date and I have met all the UUSCM requirements to maintain my endorsement (See above in instructions)
- I have read and agree to adhere to the [UUSCM Code of Professional Practice](#)
- I have completed or met all the [BCCi requirements](#) that are necessary to maintain my board certification
- Each year, when submitting the BCCi required annual continuing education report, I have forwarded a copy to UUSCM
 - I am attaching a renewed LETTER OF AFFILIATION with my Affiliating Congregation including an ADDENDUM stating how I have remained active in the congregation (must be signed and dated by current Board President)
- I am attaching a renewed COVENANT OF RIGHT RELATIONSHIP (must be signed and dated by the current lead minister of your affiliating congregation)
- I have continued to meet quarterly with my Committee on Chaplaincy Ministry and have received annual evaluations that were submitted to UUSCM
- I continue to agree not to take paid ministerial employment in parish settings (without prior approval from the UUSCM Endorsement Panel)
- I understand that the Endorsement Panel may contact my current employer, BCCi, my Affiliating Congregation, the chair of my Committee on Chaplaincy Ministry or others to confirm or clarify the materials I am submitting

UU Society for Community Ministries
Board of Chaplaincy Endorsement Process

RENEWAL APPLICATION FORM (CONTINUED)

Name:

Criminal Offense Disclosure/False Representation Statement

Since being endorsed by UUSCM, have you been subject to a complaint of abuse and/or neglect of a child or any other person, a complaint of domestic violence, harassment or request for a restraining order or have you been arrested or convicted of a criminal violation?

No _____

Yes _____ Please explain in detail and provide supporting documentation

I certify that the information I have provided on this conviction disclosure is correct and complete. I understand that providing false or incomplete information or withholding by omission or intention pertinent information may be cause for disqualification from receiving endorsement and/or revocation of endorsement. I understand that the Endorsement Panel may contact references and other individuals to clarify information supplied in materials I submit for my interviews.

I understand that the Endorsement Panel may deem it necessary in rare cases to share the results of this disclosure with my current congregation and/or organization.

It is expected that all those who have received endorsement will cooperate with the Endorsement Panel at all times. This includes, but is not limited to, responses to requests for information, provision of requested documentation, attendance at meetings with the Endorsement Panel, and compliance with any remediation and/or probation requirements. Non-compliance may be grounds for termination of endorsement.

I further agree to notify the Endorsement Panel of any and all arrests, complaints and criminal convictions as noted above that I sustain when I am in the endorsement process and when I am endorsed by the Unitarian Universalist Society for Community Ministries.

Signature:

Date:

*Please email all sections of this form to: **UUSCM EMAIL***