

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.

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 SIGNATURE]

Date: _____

[LEAD MINISTER'S SIGNATURE]

Date: _____

[BOT CHAIR'S SIGNATURE]

Date: _____