



Unitarian Universalist
Society for Community Ministries

**UU Congregational Endorsement for
Board of Chaplaincy Certification**

**UUSCM Panel and
Application Process**

October 2021

Table of Contents

UUSCM Endorsement Panel	3
Overview of Process	4
Historically Marginalized Identities	5
UUSCM Endorsement Process	6
1. Becoming Informed	6
2. Completing UUSCM Requirements	7
3. Applying for Endorsement	14
4. Attending Endorsement Interview	17
5. Completing Post-Endorsement Requirements	19
6. Achieving BCCi Endorsement	22
7. Maintaining Endorsement	24
8. Renewing Endorsement	26

UUSCM Endorsement Panel

To implement the process below, an Endorsement Panel will be required to vet an individual's grounding, knowledge, and commitment to Unitarian Universalism.

Endorsement Panel Structure:

- 5 individuals (the UUSCM Board may change the number of panel members)
- All are Unitarian Universalists (lay or ordained)
- At least 2 must have achieved BCCi board certification
- All are UUSCM members
- Representative of diverse perspectives (including but not limited to age, experience, theology, geographical location, race, gender, sexual orientation, etc.)
- Volunteer position
- The panel will meet virtually on a biannual basis for applicant interviews (February and September)
- The panel will meet for other purposes as self-determined.
- An in person organizational, orientation and/or training meeting will be held before, during or after UUA General Assembly as resources allow.
- Members are knowledgeable about both the UUSCM endorsement process and the BCCi certification process and keep themselves updated

Chair Duties:

- Fields all inquiries about the process
- Advocates and provides education about the process
- Chairs biannual meetings
- Represents committee to UUSCM board and other UU entities
- Primary interface with BCCi/APC

Other Committee Member Duties:

- Assigned to specific candidates
- Point of contact for candidate and mentor
- Helps candidate and mentor navigate the endorsement process
- Reviews/reads all assigned candidates' materials prior to biannual meetings and makes recommendations to full committee for consideration.

Overview of Process

The steps in the endorsement process are divided into seven consecutive stages.

Stages During the Process of Obtaining UUSCM Endorsement:

1. Becoming Informed
2. Completing Requirements
3. Applying for Endorsement
4. Attending Endorsement Interview

Stages After UUSCM Endorsement but Before BCCi Certification:

5. Completing Post-Endorsement Requirements
6. Achieving BCCi Certification

Stages After BCCi Certification:

7. Maintaining Endorsement
8. Renewing Endorsement

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 was 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.

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: bcciprofessionalchaplains.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● 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
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>

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

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 Committee 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)

4. Attending Endorsement Interview

Process Step	Requirement Specifics
A date for your interview by the Endorsement Panel is scheduled	<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)
Attend the interview	<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)

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 their decision: <ol style="list-style-type: none"> 1. Endorsement Granted 2. Endorsement Provisionally Granted <ol style="list-style-type: none"> 1 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 <ol style="list-style-type: none"> 1 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 <ol style="list-style-type: none"> 1 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)

5. Completing Post-Endorsement Requirements

UUSCM Endorsement Process (Continued)

4. Attending Endorsement Interview (Continued)

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 months ● 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 • 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). • 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>

UU Society for Community Ministries
 Board of Chaplaincy Endorsement Process

RENEWAL APPLICATION FORM (CONTINUED)

Name:

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>

UU Society for Community Ministries
Board of Chaplaincy Endorsement Process

RENEWAL APPLICATION FORM (CONTINUED)

Name:

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>

UU Society for Community Ministries
 Board of Chaplaincy Endorsement Process

RENEWAL APPLICATION FORM (CONTINUED)

Name:

7. Maintaining Endorsement (Continued)

Process Step	Requirement Specifics
Clergy change at your affiliated congregation	<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
If you relocate	<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>

UU Society for Community Ministries

Board of Chaplaincy Endorsement Process

RENEWAL APPLICATION FORM (CONTINUED)

Name:

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.