***\*Note: all items in bold/italic are items that can or should be modified for the specific Congregation or Fellowship***

***(Name of Congregation/Fellowship)***

**Lay Chaplain Candidate**

**Interview Form**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Lay Chaplain Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- |
| Interviewers | Position |
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**PART I - COMMITMENT**

\_\_\_\_\_\_\_\_\_\_\_\_, you are a member in good standing in our congregation, and we thank you for expressing a sincere interest in becoming a lay chaplain. You recently took the Basics Training Module. What were the important aspects of the training that have strengthened your commitment to being a lay chaplain?

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**PART II – PURPOSE**

The three purposes of lay chaplaincy work as stated by the CUC are to:

1. to assist non-Unitarians in connecting with our Unitarian and Universalist congregations by providing quality rites of passage services
2. to promote or showcase Unitarian and Universalist values
3. to enhance the spiritual growth and development of lay chaplains.

How do you feel your work as a lay chaplain will be a spiritually deepening experience for you?

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How do you see the role of lay chaplain in outreach for our religion?

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Because the rites of passage mark some of the most important events in people’s lives, the lay chaplain constitutes a significant outreach to the public by the congregation. Consequently, do you feel that you have a commitment to the religious philosophy of Unitarianism and the ability to articulate that philosophy?

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**II - SKILLS**

How confident do you feel about using an effective public speaking voice and manner?

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How well would you be able to communicate with people in a spirit of empathy, and helpfulness?

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Do you feel you have the ability to cope in crisis situations that could emerge in an interview process, and/or planning and providing a service?

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**1V – CUC GUIDELINES**

Are you familiar with and in agreement with the *Conflict of Interest Guidelines* set by the CUC?

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Do you understand the role of lay chaplain is to prepare for and officiate at *Rites of Passage Services* for the general public and for members of the congregation?

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**PART V – RESPONSIBILITIES**

Would you be able to provide or arrange transportation to services that you will be asked to perform?

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Would you be able to work flexible hours and respond quickly to requests for service?

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Are you willing to keep up-to-date records of your services and submit payment and requests for reimbursement of services in a timely manner?

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Are you familiar with the enrichment training modules, and are you willing to take one of these training opportunities a year as it is offered in our *CUC Regional District*?

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**PART VI - WORKING WITH THE LAY CHAPLAINCY COMMITTEE**

The role of our *Lay Chaplaincy Committee* is to support you in growing into your role, and to oversee and implement the *CUC Policies and Guidelines* for the Lay Chaplaincy Program. As lay chaplain, you would be a member on our Committee and have voting status for program development and non-voting status on financial and supervisory decisions.

Are you familiar with the yearly evaluation process conducted by the *LC Committee,* and the maximum six-year term that is reviewed each year at our Annual General Meetings?

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Our LC Committee has set a rate of pay for different lay chaplaincy services that includes an extra fifteen dollar charge to your client(s) to help cover for training fees. **(*State dollar amount or percentage of fee )*** goes to the (***Congregation name)*** Board’s LC budget and the remainder goes to the lay chaplain to cover transportation, resource materials, clothing and stationery needs.

***(Congregations may wish to include information here regarding how services are handled for members ie. If there is a minister, who does the service, or if not, if there are charges for members’ services)***

***(Also helpful to have here may be some explanation as to how the Lay Chaplain is paid: below is an example from Sarnia-Port Huron)***

***Our process for collecting the fees is to have the client(s) pay the Lay chaplain. The lay chaplain then writes a cheque to the Fellowship monthly for the Fellowship’s and training fund portions of the fee ($50 X number of fee generating services).***

The LC Committee Interview Committee will review your interview statements and decide whether to recommend you to the ***(name of congregation/fellowship****)* Board. Once approved by the Board, the question of your appointment as a lay chaplain will be taken to a meeting of the Congregation. Upon Congregational approval, the Committee will forward you name to the CUC-LC Committee to apply to the provincial government for your Marriage License, and set a time to co-sign a lay chaplaincy contract, to be reviewed annually.

\_\_\_\_\_\_\_\_\_\_\_\_, do you have any questions of us before you make your final commitment to serve as lay chaplain?

Thank you, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for taking the time with us to go over these important questions and information.

Signatures Position

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