# Model Lay Chaplaincy Contract

(*to be modified to suit the needs of each congregation*)

between

the ---------------------------------- Congregation

and ----------------------------------------- Lay Chaplain

This contract is effective for a maximum of 6 years from the date of signing, subject to annual confirmation by vote of the Congregation, normally at the Annual General Meeting.

The **Lay Chaplain,** a member of the ------------------------------- Congregation**,** agrees

### A. Accountability

1. to be accountable to the Lay Chaplaincy Committee and, through the Committee to the Board of Trustees and the Congregation of ------------------------------------------;
2. to attend duly called meetings of the Lay Chaplaincy Committee;
3. to adhere to the legal requirements as laid down in the Marriage Act of the Province of -----------, including the completion and prompt forwarding of necessary documents, and return of Province’s licensing certificate and the Marriage Register to the Congregation on completion of the Lay Chaplain’s appointment;
4. to keep a record of ceremonies performed and to furnish statistics of these to the Lay Chaplaincy Committee in a timely fashion for completion of the Committee’s report to the Annual General Meeting of the Congregation and of annual returns to the Canadian Unitarian Council;
5. to respect the Minister’s prerogative to perform rites of passage for Members of the Congregation, and to clear requests for ceremonies within an area normally served by another Minister or Lay Chaplain with that person;
6. in consultation with the Lay Chaplaincy Committee, to take advantage of opportunities to attend workshops and other occasions for increasing one’s skills in the role of Lay Chaplain;
7. to follow the financial arrangements set by the Lay Chaplaincy Committee;
8. to submit the CUC fee payable for rites of passage to the Congregation’s Treasurer in a timely fashion;
9. to inform the Lay Chaplaincy Committee as soon as possible if duties cannot be carried out for reasons of illness or absence;
10. to give appropriate notice to the Lay Chaplaincy Committee (who shall forward the information to the Board of Trustees) of intention to withdraw from the Lay Chaplaincy appointment;

### B. Conduct

1. to perform rites of passage in such a manner as to dignify these significant occasions in human life, consistent with the general principles supported by the congregation and the Canadian Unitarian Council, reserving always the right not to officiate at a ceremony under circumstances which the Lay Chaplain does not find appropriate;
2. to refrain from personal counseling except that which is directly related to the rite of passage, regardless of the Lay Chaplain’s professional counseling credentials, under no circumstances to present oneself as a Minister or counselor, and if a need for other counseling is indicated to make an appropriate referral to a Minister or an outside agency;
3. to respect the confidentiality of information about the lives of others gained in the exercise of the role of Lay Chaplain;
4. never to exploit the position of Lay Chaplain and, in particular, under no circumstances to enter into any sexual relationship with a person with whom one is currently involved in one’s role as Lay Chaplain;

### C. General

to carry out Lay Chaplaincy duties, when not documented in this contract, in accordance

with the Lay Chaplaincy Guidelines of the Canadian Unitarian Council.

### The Board of Trustees agrees

1. to appoint ------------------------------------------ as a Lay Chaplain for six years, subject to annual confirmation by the Congregation;
2. to observe the financial arrangements with respect to Lay Chaplaincy that may be recommended by the CUC and the Lay Chaplaincy Committee and which the Board has adopted;
3. to respect the Lay Chaplain’s conscientious choice to officiate or not to officiate at particular ceremonies;
4. to provide consultation and support to the Lay Chaplain through the Lay Chaplaincy Committee.
5. to give appropriate notice of termination of appointment, in accordance with the by-laws and/orestablished policies of the congregation.

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**Lay Chaplain** **President, Board of Trustees**

Date ------------------------------------------