



Unitarian Universalist Association of Congregations
Office of Young Adult Ministries
25 Beacon St, Boston MA 02108
(617) 948-4645
Fax: (617) 367-4798

Young Adult and Campus Ministry Professional Grant Program

Acceptance into the Program

The Young Adult and Campus Ministry Professionals program offers financial and technical support for the establishment of full and part-time young adult and campus ministry positions.

Congregations eligible for acceptance into this program must have the potential to become a full-service, quality-oriented congregation with a focused emphasis on young adult (18-35) and/or campus ministry within three to five years. A full-service, quality-oriented congregation, focused on young adults includes:

- an appreciation of the spiritual concerns of its current and future young adult members;
- one or more weekly worship services which demonstrate the consistent concern for quality, relevancy, and meaningful participation, for and by young adults;
- variety in programming that recognizes the diverse needs of young adults;
- adequate office space for a young adult and campus ministries lay/ordained minister with appropriate staff and technical support;
- adequate meeting space, attractively and appropriately furnished, to meet the programming needs of young adults;
- financial independence with sufficient resources for full-service young adult programming;
- the encouragement and support of young adults in local, district and continental activities;
- an active program for welcoming young adult visitors, orienting and assimilating young adult newcomers and members;
- a willingness to live in the ambivalence created by ongoing change in order to evolve long-range planning for each stage of growth, committed strategies in order to meet specific goals and objectives and an intentional program for young adult leadership training;
- an understanding of lines of accountability to historically marginalized groups and a dedication to anti-oppression work in its many forms.

Grant Application Deadlines

Because this grant application involves the commitment of a large amount of funds, these grants will be reviewed annually in order to be able to request that funding be available through the UUA budget process. The Intent To Apply form is due to the UUA Office of Young Adult Ministries by **November 1**. If you are not able to make this deadline, please contact the Director of Young Adult Ministries as soon as possible to discuss the grant. Final grant applications are due to our office by **May 1**.

All grants require that the congregation applying be a Fair Share contributor to the UUA Annual Program Fund or the Canadian Unitarian Council in the most recently completed fiscal year.

Because of budget fluctuations from year to year, funding may or may not be available for this program at all times. Grants approved when funding is temporarily unavailable will be given highest priority for funding when it becomes available.

The application requires the following documentation:

- An average pledge of \$700.00 per unit. (Data supporting the fact that due to the lower than average income of the membership the members cannot pledge at this level is required for making an exception to this requirement.)
- The ability to provide a salary and benefits package that is no less than the recommended minimum set by the UUA in its Fair Compensation guidelines. In addition, the ability to provide moving expenses for the professional and his/her family and intention to provide cost-of-living salary and other increases in the compensation each year with appropriate merit increases.
- A financial plan showing how financial independence can be reached within three to five years.
- Establishment of a Young Adult and Campus Ministry Committee to assist the lay/ordained minister and the Congregation in focusing on services to young adults. Said committee to include representation from both young adult and older adult members and in the case of campus ministry, representation from the college.
- Agreement to follow appropriate ethical guidelines, such as those of the UU Ministers Association or the Liberal Religious Educators Association
- The establishment of a clear system of supervision, evaluation and lines of accountability under which the professional would do their ministry.

Other Models

This Program Information Booklet is geared to congregational relationships with young adults in the parish and/or on campus. While that is the major focus of the program, you are invited to dream, to plan, to be creative in designing other models. The possibilities might include a number of congregations coming together to support a campus chaplaincy at one college; or a consortium of congregations which would support a campus ministry coordinator to organize UU activities on a variety of campuses, such as would be found in a metropolitan area; or a campus minister who would combine campus ministry with another vocational option; or a regional or district-wide campus coordinator to oversee campus ministry in a particular geographical area.

Who Should Be Involved

Consultation and decision-making concerning which congregations meet the criteria for acceptance into the Young Adult and Campus Ministry Professionals Program should include the participation of the UUA Director of Young Adult Ministries, the District Executive and/or the District Program Consultant, and/or the District Young Adult and/or Campus Ministry Committee.

Cost And Other Considerations

One of the most important yet difficult tasks for a congregation considering adding a professional position for young adult and campus ministry is an understanding of the financial costs involved. Although several items are impossible to pinpoint in terms of their exact costs, it is important that the Congregation plan for expenditures in certain areas. The following items might be helpful in planning for the initial costs of a professional for young adult and campus ministry program.

Interviews and Visits

It is probably desirable to have a budget for bringing candidates to your congregation to interview, and for a weekend visit with your chosen candidate prior to starting the position. Costs for this vary, but we recommend that approximately \$1500 should be budgeted.

Liability Issues

Though young adults are technically adults, they are still young and can be vulnerable. Consequently, caution should be used when hiring any person who will work very closely with them. It is recommended that the congregation do a criminal background check on the final candidate prior to making their decision. These often cost money, and costs vary widely.

Moving Expenses

Moving expenses vary greatly with distance and the individual. We recommend that a sum of \$4500 be budgeted for moving.

Growth Fund

It is recommended that the Congregation establish a budget line item of at least \$1000 for each year of the Young Adult and Campus Ministry Program to provide resources for the growth of young adult and campus ministry. At the discretion of the professional and the congregation, these funds can be used to provide resources such as books, pamphlets, obtaining demographic information, publishing a brochure, fliers, and other forms of advertising.

Program Budget

Any professional will need a budget to carry out their program. Young adult and campus ministry programs often need budgets for food, attending conferences, and other items. We recommend at least \$1000 per year be budgeted for program expenses.

Resignation/End of Program

If the professional resigns at any time during the period of the contract, no subsidy for ministry will be made after the resignation becomes effective unless prior arrangements have been made for the continuance of the program. If the congregation wishes to continue to receive funding and technical support from the UUA Office of Young Adult Ministries, it will need to make a new application for acceptance into the program. If the congregation chooses to end the program before the end of the subsidy period, the congregation will be expected to repay any subsidy received, pro-rated for the amount of time a program was in effect.

The Young Adult and Campus Ministry Professionals Grant Subsidy

Currently, the UUA provides up to \$50,000 in funding for congregations in this program. Full funding assumes a full-time position dedicated solely to young adult and campus ministry, part-time or shared positions will receive proportionally less funding. This funding will be granted over a two- to five-year time span. While actual amounts per year and schedules are somewhat flexible, we recommend the following:

Year	Full-time Position (5 year grant)	½-time Position (3 year grant)	¼-time Position (2 year grant)
1	\$ 15,000	\$12,500	\$ 7,000
2	\$ 12,500	\$ 7,500	\$ 5,000
3	\$ 10,000	\$ 5,000	
4	\$ 7,500		
5	\$ 5,000		

Other Information

It is recommended that the Director of Young Adult Ministries and the District Executive conduct a Start-Up Weekend within three months of the time the professional begins his/her ministry. Leadership and congregational goal setting and a covenanting process among the ministers and congregation are included in this weekend experience.

At the end of the first year, the Director of Young Adult Ministries and the District Executive will conduct an in-depth evaluation of the program. One outcome of this evaluation might be for the congregation to extend an invitation to an ordained minister to be formally called. Another outcome might be for the ordained minister to notify the congregation that she/he will enter the settlement process in order to seek another settlement. Upon request, the UUA Ministry and Professional Leadership Staff Group can provide an information packet regarding the ministerial call process. In the case of a lay minister, if the lay minister and congregation are in agreement, a special covenanting worship service might be designed to celebrate their joint ministry.

Intent To Apply For The Young Adult And Campus Ministry Professionals Program

This intent to apply notification must be sent to the Office of Young Adult Ministries by **November 1** of the year before the congregation intends to hire a professional.

Please fill out this notification, send it to the District Executive for comment, and then mail to:

Director of Young Adult Ministries
Unitarian Universalist Association
25 Beacon Street
Boston, MA 02108
FAX 617-367-4798

Name of Congregation: _____

Parish Minister: _____

Address: _____

Telephone: (H) _____ (W) _____

FAX: _____

Email Address: _____

President: _____

Address: _____

Telephone: (H) _____ (W) _____

Email Address: _____

College or University (if project involves campus ministry):

Our intention is to complete the application by _____

Form completed by: _____

Date completed: _____

Form reviewed by: _____
(District Executive)

Date reviewed: _____

Comments: _____

OFFICE USE ONLY:	
Date Received: _____	APF Fair Share?: _____
Date Approved: _____	Date Declined: _____
Date Letter Sent: _____	Date Check Sent: _____

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Unitarian Universalist Association
Office of Young Adult Ministries
25 Beacon St, Boston MA 02108
(617) 948-4645
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Young Adult and Campus Ministry Professionals Grant Application

Name of Congregation: _____

Year Organized: _____

Address: _____

Parish Minister: _____

Telephone: (H) _____ (W) _____

E-mail address: _____

President: _____

Address: _____

Telephone: (H) _____ (W) _____

E-mail address: _____

MEMBERSHIP INFORMATION

Current certified membership: _____

Average Sunday attendance (not including children)

3 years ago _____ 2 years ago _____
1 year ago _____ Current _____

Average Sunday young adult (18-35) attendance

3 years ago _____ 2 years ago _____
1 year ago _____ Current _____

INFORMATION ON RELIGIOUS EDUCATION:

Number of children and youth involved in constituency

Nursery age: _____ Elementary Age: _____
Junior High: _____ Senior High: _____

Do you have a Youth Group? _____ If yes, how many Youth? _____

Do you have childcare? _____

Do you have a Young Adult Group(s)? _____
If yes, how many young adults? _____
What age ranges? _____

If yes, who is contact person? _____

Telephone _____

Email _____

Do you have an Adult Religious Education Program? _____

If yes, please enclose program offerings

ORGANIZATIONAL STRUCTURE:

How many on your governing board?_____ Length of term?_____

List of committees_____

How many Young Adults on the Board?_____ As committee chairs?_____

Please attach a copy of your bylaws.

FINANCE INFORMATION:

Please indicate your totals for each year.

	3 Years Ago	2 Years Ago	1 Year Ago	Current
Total Expenditures				
Pledge Income				
Investment Income				
Other Income				
# of Pledge Units				
Average per Pledge Unit				
Contribution to UUA, APF				
Contribution to District Dues				

Please indicate the dollar amount of any cash saving, reserve funds, or investments:

Describe any restrictions on these funds: _____

- Please attach a copy of your current budget.
- Please attach a chart of financial projections itemized for income and expenses for the first five years (for a full-time position) or the first three years (for a one-half time or one-quarter time position) of the program.

DENOMINATIONAL INVOLVEMENT INFORMATION:

Our congregation is normally represented at (if applicable):

- UUA General Assembly or CUC meetings _____
- District or RING meetings _____
- Area or cluster gatherings _____
- Young adult conferences _____
- YRUU conferences _____

Our congregation is currently using (or has recently used) the following services of the UUA (or the services of the following UUA affiliates/offices):

- _____ Religious education curriculum
- _____ *UU World Magazine*
- _____ Fundraising counsel
- _____ PR, Media, Advertising materials
- _____ Social Justice Materials
- _____ Young Adult Ministries Office
- _____ Office of Congregational Stewardship Services
- _____ Anti-racism/anti-oppression/multicultural resources (incl. JUUST Change and Jubilee Programs)
- _____ Office of Bisexual, Gay, Lesbian and Transgender Concerns
- _____ Other (please explain): _____
- _____ General Investment Fund
- _____ UUA District Field Staff
- _____ Beacon Press publications
- _____ Building Loan
- _____ Pamphlets

Please provide details if appropriate:

COLLEGE OR UNIVERSITY INFORMATION:

Name _____

State school _____ Private school _____ Community college _____

Size of undergraduate student body _____ Size of graduate student body _____

Urban _____ Suburban _____

Historical background _____

Number of college/university faculty, administrators,
and/or staff who attend congregation _____

Number of students who attend congregation _____

Name of other area universities or colleges _____

Major governmental agencies & military installations located nearby _____

PROGRAM EXPENSES AND MINISTERIAL PACKAGE INFORMATION:

Total amount your congregation has budgeted for compensation in the first 12 months of the program:

Salary and housing allowance (if ordained):	\$ _____
Benefits	\$ _____
Professional Expenses	\$ _____
Interviewing/Visit Expenses	\$ _____
Moving Expenses	\$ _____
Growth Fund	\$ _____
Program Budget	\$ _____

List any other possible sources for financial subsidies (e.g., District or Special Funds):

GOALS

What does your Congregation hope to achieve through participation in this program? (Attach separate sheets if necessary).

(This space intentionally left blank).

NON-DISCRIMINATION:

UUA Bylaws, Article II, Section C.2.3. Non-discrimination.

"The Association declares and affirms its special responsibility, and that of its member societies and organizations, to promote the full participation of persons in all of its and their activities and in the full range of human endeavor without regard to race, color, sex, disability, affectional or sexual orientation, age or national origin and without requiring adherence to any particular interpretation of religion or to any particular religious belief or creed."

In keeping with the UUA Bylaws, the Congregational Services Staff Group, follows a policy of non-discrimination in its support of Young Adult and Campus Ministers.

Have you discussed this policy with your Congregation? _____

Does your Congregation affirm this policy? _____

Please return the application and supporting documentation by May 1 to:

Director of Young Adult Ministries
Unitarian Universalist Association
25 Beacon Street
Boston, MA 02108

Application form completed by: _____

Position(s): _____

Address: _____

Phone: (H) _____ (W) _____

Email: _____

Date: _____

Please also send a copy of this application to the District Staff for your district.

OFFICE USE ONLY:	
Date Received: _____	APF Fair Share?: _____
Date Approved: _____	Date Declined: _____
Date Letter Sent: _____	Date Check Sent: _____

**Young Adult and Campus Ministry Professionals Program Application
District Staff Recommendation Form**

This form must be completed by the District Executive or Program Consultant. Your application for the Young Adult and Campus Ministry Professionals Program cannot be processed until this is received. Please send your application to your district office for review prior to submission.

Name: _____

District: _____

Name of Congregation: _____

When were you first contacted about this application? _____

When did you last make a site visit? _____

When did you receive this application? _____

Please comment on the proposed project.

The financial plan is realistic. _____ YES _____ NO

The Congregation has the potential to grow to a membership of: _____

How do you recommend the UUA Office of Young Adult Ministries proceed with this application?

*Young Adult and Campus Ministry Professionals Program
District Staff Recommendation Form, p.2*

Additional Comments:

Signature

Date

Please sign this form and forward it to:

Director of Young Adult Ministries
Unitarian Universalist Association
25 Beacon Street
Boston, MA 02108

OFFICE USE ONLY:	
Date Received: _____	APF Fair Share?: _____
Date Approved: _____	Date Declined: _____
Date Letter Sent: _____	Date Check Sent: _____