

**Music Leadership Credentialing Program**  
Year-End Candidate Self-Evaluation and Advisor/Sponsor Feedback

Note:

Towards the end of the church season/year, but before the Triad meeting and the UUMN Annual Conference, the Candidate will complete and sign this Self-Evaluation form and share it with their Advisor and Sponsor, who will then add their comments and fill out their portion of this form. **Advisor and Sponsor comments must be shared with the Candidate prior to submission of this form.**

(Note: Candidate: fill out Part 1, Advisor: fill out Part 2, Sponsor: fill out Part 3)

When all parties have completed the form (please type responses), the **Candidate** will submit a signed electronic version (electronic signatures are acceptable) of the completed evaluation to Julie Shaw, Assistant to the Director of Ministries and Faith Development - UUA at [jshaw@uua.org](mailto:jshaw@uua.org). Julie may be contacted at 617-948-6406 with any questions.

Candidate Name:

Candidate's Advisor:

Candidate's Sponsor:

**Part 1: CANDIDATE**

What do you feel have been your personal and professional accomplishments this year?

For each of the three foundational areas listed below, please assess your level of mastery of each specific competency using the following scale: (mark NA for those items that are not applicable to your professional situation)

- 1: An area you greatly need to improve or learn more about
- 2: An area in which you are moderately comfortable
- 3: An area in which you are very comfortable
- 4: An area in which you are exceptionally comfortable and strong

**I. MUSIC SKILLS & RESOURCES**

Foundational area	Level of Mastery
Approaching music as ministry and service	
Recruiting and sustaining the adult choir	
Beginning and sustaining the children's choir	
Growing the program	
Programming special music service	
Leading congregational singing	
Knowledge of keyboard repertoire	
Knowledge of solo vocal and instrumental repertoire	
Knowledge of choral repertoire	
Knowledge of music outside the Western classical tradition	

Pick one of the items you've identified as a particular strength. List some concrete evidence of your abilities in that area:

Pick one of the items you've identified as needing development. Explain how you plan to develop this area.

**II. LEADERSHIP AND INTERPERSONAL SKILLS**

Foundational area	Level of Mastery
Professional boundaries in collegial relations	
Relationship with congregation members	
Knowledge of copyright law	
Knowledge of ethical employment procedures and employee rights	
Working styles, group dynamics and effective communication strategies	
Understanding staff evaluation process & purpose	
Working with a music committee and volunteers	
Budgeting and special funding	
Systems theory and group dynamics	
Self-care	
Conflict management	

Pick one of the items you've identified as a particular strength. List some concrete evidence of your abilities in that area:

Pick one of the items you've identified as needing development. Explain how you plan to develop this area.

**III. UU HERITAGE AND VALUES**

<b>Foundational area</b>	<b>Level of Mastery</b>
UU religious pathways (Sources of the Living Tradition)	
UU principles and purposes	
Anti-oppression & Social justice	
UU history	
UU polity	
UUA structure (association versus denomination)	

Select one of the items you've identified as a strength. List some concrete evidence of your abilities / work in that area:

Pick one of the items you've identified as needing development. Explain how you plan to develop this area.

**IV. Which of these 3 foundational areas is your greatest strength? (Check one)**

Music Skills and Resources

UU Heritage and Values

Leadership and Interpersonal Skills

How do you demonstrate this strength in your work as a music leader?

**V. Which provides the greatest opportunity for growth? (Check one)**

Music Skills and Resources

UU Heritage and Values

Leadership and Interpersonal Skills

How will you address this in the coming year?

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Additional comments:

Check that the Advisor evaluation has been shared with the Candidate

Check that the Sponsor evaluation has been shared with the Candidate

Candidate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Part 2: ADVISOR**

Comments on candidate's self-evaluation:

How do you feel the candidate has progressed this past year?

What do you feel are the areas in which the candidate needs to grow personally and/or professionally?

Do you have any concerns about the candidate's progress in the credentialing program?

Additional comments:

Advisor's Signature: \_\_\_\_\_

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

**Part 3: SPONSOR**

Comments on candidate's self-evaluation:

How do you feel the candidate has progressed this past year?

What is your perspective on the candidate's proficiency as a music leader and religious professional?

Additional comments:

Sponsor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_