

# Music Leadership Credentialing Program

## Portfolio Table of Contents

1. Documentation of all course work taken, completed assignments, summary evaluation, and any video or audio documenting projects resulting from course assignments, in Windows Media format whenever possible.
2. Signed UUMN “Code of Professional Practices”
3. Description and documentation of community service project (including any accompanying programs, fliers, etc.) **See Portfolio Contents Appendix for further detail.**
4. List of denominational gatherings attended (at least 3, which are in addition to UUMN annual conferences), with brief description and reflection. **See Portfolio Contents Appendix for further detail.**
5. Sample orders of service with rationales and feedback. **See Portfolio Contents Appendix for further detail.**
6. Recommendation for Credentialing from Advisor and Sponsor (at end of program).
7. Photos and CD’s of rehearsals and music programs conducted. (optional)
8. Up-dated resume.
9. Profile of music in your congregation. **See Portfolio Contents Appendix for further detail.**
10. Written philosophy of music as ministry. **See Portfolio Contents Appendix for further detail.**
  - Essay is in the application
  - Revision #1 after first year
  - Revision #2 after second year
  - Final draft in third year.
11. Other certificates and relevant material. (optional)
12. Yearly progress evaluation from advisor.
13. Yearly progress evaluation from sponsor.
14. Yearly self-evaluation, which the triad has discussed and on which the advisor and sponsor comment.
15. Yearly evaluation from the MLCC.

## Portfolio Contents Appendix – Definitions and Further Details

### **Community Service Project:**

The purpose of the Community Service Project requirement is to develop skills to extend the outreach of the candidate's music program into the congregation's wider geographic community or to other communities with which the congregation has established a relationship, e.g. a partner church. It is advisable for the candidate to devise the project in consultation with the minister(s) or appropriate congregational leaders (where there is no ministerial presence) to discern both community needs and the resources of the congregation.

Each candidate will devise and carry out one community service project during the three-year period of candidacy. Such a project will employ appropriate musical resources from the candidate's congregational music program and may also employ resources from the wider community if the candidate so chooses. The project should assist and support causes of social justice, social witness, or social assistance outside of the congregation, and should not be a fund-raiser for the congregation.

The candidate will submit to the MLCC a proposal for the Community Service Project no later than the Fall Triad Meeting of the candidate's second year (beginning with the class of 2009), and the project must receive the approval of the MLCC.

Successful completion of the project will demonstrate candidate's skills in (1) identifying community needs, (2) negotiating and establishing relationships with outside organizations, (3) planning and organizing resources, (4) carrying out advertising and publicity, (5) and selecting music appropriate to project's benefactor(s).

After the project's completion, a one-page essay from the candidate should reflect on the effects of the project on the participants and recipients, as well as lessons and insights learned from the project. These documents, along with other relevant documents, e.g. programs, flyers, photos, et al. will be placed in the candidate's portfolio.

**Denominational gatherings:** the requirement is to document three denominational events in which you participated, not including UUMN conferences. It is intended to demonstrate the breadth of your engagement with Unitarian Universalism and the UUA. Types of events that would be considered for this requirement: GA, District Assembly, regional/district UUMN, UU summer institutes, UU Music camps.

A reflection on each event is required and should include:

- helpful things learned for your music program,
- an awareness of what is happening in other congregations,
- how has your perspective been broadened from participating in this event, and
- how you have (or how might you) integrated what you've learned from participation in this event into your professional practice.

**Samples of Orders of Service with rationale and feedback:** This requirement must be fulfilled in all of three ways:

1. Submit 10-12 consecutive orders of service of worship services for which you were responsible for planning and providing the music. This will give the music leadership credentialing committee a sense of your congregation's worship music over a period of time.
2. For three of the above services, provide a rationale for the music that addresses the questions below. The three services do not need to be consecutive; if possible, include one multigenerational service.
  - How was the music chosen?
  - For pieces of your choosing, why did you choose them?
  - How did the music enhance the theme of the service?
  - How did your musical selections help your congregation grow musically (i.e., increase their familiarity with different musical styles, aid their respect and understanding of different traditions, grow their confidence as singers and/or musicians)?
  - What observations do you have about how the music was received?
3. For the same three services, have your sponsor (or sponsor's designee) provide, from their perspective, a written response to questions a, c, d, and e above. The sponsor or sponsor's designee should be someone who was present in the service who had the music primarily in mind. The sponsor's designee does not have to be the same individual every time. We suggest your sponsor or designee attends the chosen service with the prior understanding that they will provide this written feedback.

**Profile of Music in your Congregation:** This requirement should include responses to the following:

- To the best of your knowledge, describe the music program you inherited.
- Describe your current program (may use chart or paragraph form)
- Describe your current music budget (may use chart or paragraph form). Include the total budget amount of your church.
- What is the size of your congregation?
- How long have you been at your current church? Have you served other churches, and if so, for how long?
- Describe in 1-2 paragraphs any challenges you've experienced and how you handled them.
- Describe in 1-2 paragraphs a success you've had in your music program.

**Music as Ministry philosophy statement revisions:** Rather than a list of job tasks or a job description, for this requirement the MLCC wants a reflection on the relationship of music and your congregation and how your music ministry reflects the UU living tradition. The reflection should be based on your own experience and your growth in the credentialing program. The following is a list of questions you might consider as you are writing:

- How does your music ministry serve your congregation?
- How does your music ministry reflect our UU principles, traditions, and sources?
- How is music in your congregation a ministry?
- How does music in your congregation change lives & heal persons?