

Music Leadership Credentialing Program Program Overview

Introduction

This program was designed to help music leaders in our congregations develop a foundational understanding of three main areas of knowledge, Music Skills and Resources, UU Heritage and Values, and Leadership and Interpersonal Skills. The program is currently administered by the UUA and the UU Musicians Network.

It was originally developed by the Professional Leadership Development Group, and subsequently by the Leadership Development Board, former and current committees of the Unitarian Universalist Musicians Network

Administrative Team

Leadership Development Board (LDB)

The LDB will be a 7 member board composed of one parish minister who is an advocate for musicians, one religious educator with a background in music and five UUMN musicians from UUMN. These members will be appointed by the UUMN President. Members will serve 3-year staggered terms. Terms cannot be sequential (minimum of 2 years between successive terms). The Credentialing Program Director and the Credentialing Program Assistant are ex-officio members of the Board. Accountability: the LDB reports to the UUMN President through the Credentialing Program Director.

Requirements of being a member of LDB (some exceptions may apply in individual circumstances):

- UUMN members
- good communication skills
- strong sense of calling
- understanding of congregational leadership skills
- has been or is currently music leaders in a UU congregation
- knowledge of UU history and values
- master of their craft
- respected by their colleagues
- has a history with UUMN leadership
- has a sense of mission and a passion for the project
- credentialed-eventually
- collaborative workers
- no hidden agenda
- able to do e-mail and basic computer applications

Some of the members need to have:

- political savvy
- a former leadership role in UUMN
- expertise with UU heritage and values

- experience with healthy group process
- advanced financial/computer skills

It is important that the members represent diversity of professional backgrounds, musical styles, instruments, and education, geographic representation, congregation size, working styles, and personality as well as representing a demographic diversity in gender, age, sexual orientation, spiritual path, etc.

Responsibilities include:

- Setting and upholding policy for the credentialing program
- Selecting candidates.
- Reviewing and evaluating candidate portfolios
- Tracking and evaluating candidate's progress
- Supporting the triad (candidates, sponsor, advisor) as appropriate
- Conducting an 'end of program' evaluation
- Making final recommendation for credentialing of candidates
- Approving curricula
- Working with the Program Director and Program Assistant
- Appointing, training and supervising the advisors
- Working with UUA and UUMN to recommend structural changes

Annual time expectations:

Two face-to-face meetings (18 working hours per meeting)

Monthly teleconferences (1 hour each)

Work time at UUMN conference, if available (5 hours)

Independent work (1-4 hours a month)

Total of 62-98 hours per person, per year

Music Leadership Credentialing Program Director

This is a paid position. Accountability: reports to the UUA, with ancillary reporting to the UUMN President.

Requirements:

Excellent project management skills. Experience with a credentialing program is desirable. Musical experience preferred, but not required.

Responsibilities include:

- Evaluates effectiveness of the Credentialing Program.
- Provides leadership in developing the credentialing processes, including:
 - o Evaluation of Candidate
 - o Development of Curricula/Continuing Education
 - o Advising/mentoring of Candidate
 - o Candidate Accountability
- Manages day-to-day operations of the Credentialing Program, including supervising:
 - o Maintenance of records/portfolios

- o Correspondence
- o Publicity of program
- o Reporting
- Makes annual budgetary requests for the program.
- Communicates with program participants as needed.
- Works with the LDB.
- Supervises the Music Leadership Credentialing Program Assistant

Music Leadership Credentialing Program Assistant

This is a paid position. Accountability: reports to the Program Director.

Requirements:

Excellent clerical, administrative, and computer skills. Musical experience preferred, but not required.

Responsibilities include:

- Maintaining files for candidates.
- Administering policies set by the LDB.
- Takes minutes of all LDB meetings.
- Administering electronic materials (i.e. web page, mailing lists, document management system, etc.)
- Primary communicator of routine information to candidates.
- Works with LDB and Credentialing Director

The Triad

Candidate:

Candidates must be members of UUMN.

By the time they are credentialed, candidates will have served no less than 3 years as a music leader in a UU congregation (or in UU congregations). Music leadership is defined by ongoing, regular leadership with responsibility as a choir director, accompanist, song leader, or worship leader.

Candidates will complete the credentialing program in 3 to 6 years. During that time, candidates will show continued progress in credentialing requirements, as well as continue to meet the financial obligations of the program.

Candidates should have a passion for music ministry and have the potential for excellence in their work.

Candidates will complete applications in which they articulate their vision of music ministry. Applications will also include a letter of support from the congregation

Candidates will maintain the credentialing paperwork throughout the program.

Candidates will keep and maintain a portfolio of written materials, class assignments and other documentation of music leadership and professional growth.

Candidates will work closely with the candidate's Advisor and Local Sponsor.

Candidate Local Sponsor

This person will be someone who lives in close geographic proximity to the candidate. This person knows and is a witness to the candidate's work within the congregation s/he serves, and works directly with the candidate in his/her role as music leader in his/her congregation. This person will be selected by the candidate and congregation with assistance by the advisor. This person could be a minister, music committee chair, DRE, or another music leader, but in whatever role, should be able to serve as an advocate for the music leader in the congregation.

Responsibilities include:

- Working directly with candidate in his/her day to day responsibilities as music leader.
- Being a witness to candidate's work within his/her congregation.
- Reporting to the credentialing Advisor as to candidate's performance and learning process throughout the credentialing process.
- Writing a letter of recommendation for credentialing upon Candidate's completion of the credentialing program.
- Assisting candidate with community service project.
- Advocating for the candidate in the congregation
- Securing financial support for the candidate

Credentialing Advisor

Credentialing Advisors will be recruited, trained and directed by the LDB.

Requirements:

- Member of UUMN for at least 3 years.
- Has served a UU congregation for at least 3 years.
- Has done significant work on the denominational level.
- Demonstrates a level of mastery in his/her music ministry.
- Experience as a teacher preferred.
- Understands the responsibilities and sensitivities of this role.
- Close geographic proximity to candidate preferred.

Responsibilities include:

- Helping candidate select course work.
- Helping candidate shape his/her program work outside of course work (based

- on candidate's skill level, interests, talents, etc).
- Assisting candidate in discovering and fine tuning his/her philosophy of music ministry.
 - Being in communication with the sponsor about candidate's work and progress.
 - Recommending (or not) candidate for credentialing upon completion of the program.
 - Advising the sponsor in how to keep the congregation informed
 - Providing guidance for how the sponsor can be an effective advocate

The Triad will meet together twice a year to review the candidate's portfolio and discuss the candidate's progress. This could include face-to-face meetings or conference calls.

Credentialing Program Requirements

This model is based on a 3 year program.

Candidate will complete coursework, unless a course waiver has been approved by the LDB.

Candidates will sign the "Code of Professional Practices".

Candidate will complete one community service project in the area of their Music Ministry (i.e. benefit concert, interfaith choir concert, leading a hymn sing, etc)

Candidate will attend a total of three denominational gatherings (in addition to UUMN summer conference). These can be district meetings, regional meetings, regional UUMN gatherings, LREDA workshop, GA, etc).

Candidate will complete a portfolio. This will made up of materials from the entire program including:

1. Documentation of all course work taken, completed assignments, and summary course evaluations.
2. Samples of orders of service, concert programs, CD's and DVDs documenting projects resulting from course assignments.
3. Signed "Code of Professional Practices"
4. Description and documentation of community service project (including any accompanying programs, fliers, etc.)
5. List of denominational gatherings (at least 3 are required) attended.
6. Sample orders of service with rationales and feedback
7. Letters of support from advisor, sponsor and congregation.
8. Any photos and CD's of rehearsals and music programs conducted.
9. Up-dated resume.
10. Profile of music in your congregation.
11. Written philosophy of music as ministry.
 - Essay is in the application

- Revision #1 after first year
 - Revision #2 after second year
 - Final draft in third year.
12. Any other certificates and relevant material.
 13. Yearly progress evaluation from advisor.
 14. Yearly progress evaluation from sponsor
 15. Yearly self-evaluation, which the triad has discussed and on which the advisor and sponsor comment.
 16. Yearly evaluation from the LDB

Competencies:

The candidate will be expected to demonstrate:

Competency in leading congregational singing as a singer, keyboard player or guitarist, or other instrumentalist

Competency in leading musical rehearsals for vocal and instrumental ensembles of all ages

Experience and skill with planning and conducting worship services

Familiarity with musical resources, including hymnody

Practical knowledge of how to build and organize a music program

Understanding of UU history and values

Familiarity with UU congregational structure and governance

Application of professional ethics and standards of conduct

Implementation of basic pastoral care

Demonstrate an understanding of congregations as emotional systems

Competency in collaborative leadership and church staff skills

Ability to clearly articulate a personal creative vision of music as ministry within

Unitarian Universalism

Demonstrate an understanding of best practices in anti-racism, anti-oppression, and multiculturalism.

Curriculum

These courses, with the exception of any electives will be offered at the UUMN Conference. There will be a rotation of two offered each year. In addition, there will always be a Professional Development Day segment offered which is meant to help hone the skills which round out those necessary for an enriching and successful music ministry. We have tried to set up the sequence of courses to be manageable by the candidate while still allow attendance at some of the conference activities. All waivers of these courses must be approved by the LDB.

Professional Development Day

What does it mean to be a music leader in UU congregations? What skills and knowledge are needed beyond excellent musicianship and best practices in professional conduct?

This annual course called Professional Development Day (PDD) will address some aspect of the following UU professional development topics: UU Theology and History, Congregational Structure, Interpersonal Leadership. PDD will currently be offered on

the day before the UUMN conference. The course will be divided into two sessions: a plenary session for all candidates and interested conference registrants and a seminar for candidates only.

Leadership and Accompaniment of Congregational Song

Techniques of leadership of congregational singing using a wide range of musical styles Skills may include inviting and supporting the congregation in singing, giving clear upbeats, steady rhythm, basic ear training, simple improvisation, score reading, lining out a song, modeling good vocal production, leading rounds and simple harmonies, pitching a song for successful singing, hand motions, varied accompaniments, and conducting from the keyboard.

Best Practices in Anti-racism, Anti-oppression, and Multicultural Competencies

This course will explore how a UU music ministry and music leader can help move a congregation and other organizations forward in their efforts to be more anti-racist, anti-oppressive, and culturally competent religious communities. Will include both personal and institutional contexts.

Integrating Music and Worship within UU Musical Heritage

Creating music services, working with service leaders, exploring the use of instrumental and vocal music, movement, and silence in sacred space. Selecting appropriate repertoire for UU congregations, using the UU hymnal and supplement, understanding the musical culture of UU congregation. Working collaboratively with the Minister, DRE, and other service leaders, opportunity to collaborate w/ministers

Developing and Organizing a Music Program

Music committee, budget, staff skills, collaborative relations with professional and lay leadership, know the culture and history of music in your congregation, how to build an effective program, if you were telling your successor about the program, what would you say? how does the music program fit into the congregational structure?

Leading a Rehearsal

Score preparation, conducting, pacing, and teaching a new piece, finessing a learned piece, working effectively with children, youth and adults

Care and Ethics for the Music Leader

Detailed discussion of ethical behavior, moral decision-making, implications of UUMN Code of Professional Practice, boundaries, self-care, maintaining a personal spiritual practice, exploring case studies of ethical issues and values.

Electives – are optional unless otherwise specified by the LDB

Music Skills and Resources

The American Choral Directors Association (ACDA) offers three-day conventions at the state, division, and national levels. National conventions are offered in March of odd-

numbered years; the seven division conventions take place in February and March of even-numbered years. Through concert performances by accomplished choirs, educational clinics by leading experts, and exhibits by music-industry representatives, ACDA offers its members a diverse and practical forum in which to develop their skills and professional knowledge. Go to <http://www.acdaonline.org/> to find out more about membership and upcoming conferences.

Cost: \$200-\$300

The American Guild of Organists (AGO) offers five-day national conventions at the state and regional level focusing on organ and choral music techniques and repertoire. National conventions are offered in July of even-numbered years, and regional conventions are offered in July of odd-numbered years. Go to <http://www.agohq.org/home.html> to find out more about membership and this year's conference.

Cost: \$300-500

MENC: The National Association for Music Education offers 3-day national, district, state and week-long international conferences including concerts, session, and workshops covering a wide array of musical styles and skills. Go to <http://www.menc.org/> to find out about membership and upcoming conferences.

Cost: \$200-\$300 (not international)

Other Options

Music conferences through other professional music organizations

Music conferences through other faith-based music organizations

Music courses at accredited universities and colleges

Unitarian Universalist Heritage and Values

Renaissance Modules are three-day training sessions offered throughout the country. Courses are designed primarily for Religious Educators, but Music Directors are welcome to attend. A schedule of upcoming modules in your area can be found at <http://www.uua.org/events/>

Courses include: "Unitarian Universalist Identity" and "Unitarian Universalist History"

Cost: \$100-300

Leadership Schools are week-long training sessions focusing on congregational leadership and personal growth. Some offer courses on Unitarian Universalist History and Values. Leadership Schools are designed for laypersons; attendance may be limited to laity. Contact your district office to find a directory of Leadership Schools across the country at <http://www.uua.org/aboutus/professionalstaff/districtservices/index.shtml>.

Cost \$500-600

The Church of the Larger Fellowship – UUA offers reasonably priced online courses in the following broad categories: UU Identity, UU Theology and Faith Development, and

Spiritual Practice, and Ethics and Social Justice. A schedule of upcoming courses can be found at <http://clf.uua.org/resources.html>
Cost \$0 - 40

Other Options

Courses at Unitarian Universalist conference centers

Online courses offered through Unitarian Universalist and other seminaries

Leadership and Interpersonal Skills

The Wayne E. Oates Institute <http://www.oates.org> offers four and five-week online courses for Religious Professionals. Online seminars require small discussion groups and presentations. See website for current course offerings. Cost: \$60 per course

The Alban Institute <http://www.alban.org> offers weekend seminars for Religious Professionals and Laity.

See website for current seminars. Cost: Tuition \$500-600 + lodging

Leadership Schools are week-long training sessions focusing on congregational leadership and personal growth. Leadership Schools are designed for laypersons; attendance may be limited to laity. Contact your district office to find a directory of Leadership Schools across the country at

<http://www.uua.org/aboutus/professionalstaff/districtservices/index.shtml>.

Cost \$500-600

Other Options

Workshops offered through other faith-based organizations

Workshops offered through other Unitarian Universalist conference centers