

Music Leadership Credentialing 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 Unitarian Universalist Association. The web-pages for this program can be found at

www.uua.org/leaders/leadership/musicleadership/index.shtml.

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

Administrative Team

Music Leadership Credentialing Committee (MLCC)

The MLCC is a committee appointed by and accountable to the President of the UUA. It is currently comprised of seven members: one parish minister who is an advocate for musicians, one religious educator with a background in music, one lay leader who is involved with music in their local congregation, one representative of the Unitarian Universalist Musicians Network (UUMN), and three Unitarian Universalist music leaders. One of the members will serve as the chair of the committee. Members will serve 2-year terms with no more than a total of four terms served. The Professional Development Associate for Religious Education and Music Leaders (UUA) and the Assistant to the Director of Ministries and Faith Development (UUA) support the MLCC in its work and are accountable to the UUA Director of Ministries and Faith Development.(MFD) In addition, the Assistant to the Director of MFD serves as Recording Secretary to the MLCC.

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 to recommend structural changes
- Attending one face to face three day meeting
- Attending one hour monthly teleconferences
- Supporting the program at the UUMN conference, if possible.

Professional Development Associate for Religious Education and Music Leaders

This is a paid position held by a UUA staff member.

Responsibilities include:

- Evaluates effectiveness of the Music Leadership 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
- Monitors day-to-day operations of the Music Leadership Credentialing Program, including:
 - o Maintenance of records/portfolios
 - o Correspondence
 - o Publicity of program
 - o Reporting
- Develops annual budgetary request for the program.
- Communicates with program participants as needed.
- Works with the MLCC.

Administration for the MLC Program is the responsibility of the:

Assistant to the Director of Ministry & Faith Development

This is a paid position held by a UUA staff member.

Responsibilities include:

- Maintaining files for candidates.
- Administering policies set by the MLCC.
- Takes minutes of all MLCC meetings.
- Administering electronic materials (i.e. web page, mailing lists, document management system, etc.)
- Primary communicator of routine information to candidates.
- Works with MLCC and the Professional Development Associate for Religious Education and Music Leaders

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.

Forms relevant to the candidate can be found at www.uua.org/leaders/leadership/musicleadership/124800.shtml.

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

Forms relevant to the sponsor can be found at
www.uua.org/leaders/leadership/musicleadership/124800.shtml

Music Leadership Credentialing Advisor

Music Leadership Credentialing Advisors will be recruited, trained and directed by the MLCC.

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

Forms relevant to the advisor can be found at
www.uua.org/leaders/leadership/musicleadership/124800.shtml

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.

Forms relevant to the Triad can be found at
www.uua.org/leaders/leadership/musicleadership/124800.shtml

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 MLCC.

Candidates will sign the “Code of Professional Practices”.

Candidate will complete one community service project in the area of their Music Ministry. Please see “Portfolio Contents” document for more detail about this requirement.

Candidate will participate in a total of three denominational gatherings (in addition to UUMN summer conference). Please see “Portfolio Contents” document for more detail about this requirement.

Candidate will complete a portfolio made up of materials from the entire program. Please see “Portfolio Contents” document for more content detail.

Candidate will receive three successful yearly evaluations from the MLCC

Candidate will be recommended for credentialing by the advisor and sponsor in the final year of the program.

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 MLCC.

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 program enrichment unless otherwise specified by the MLCC

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.

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.

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.

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”

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>.

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>

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.

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

See website for current seminars.

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>.

Other Options

Workshops offered through other faith-based organizations

Workshops offered through other Unitarian Universalist conference centers