

Triad Meeting Form for the
Spring/Summer Goal Review Meeting
Music Leadership Credentialing Program

Date of Triad Meeting:

Credentialing Program Candidate:

Candidate's Advisor:

Candidate's Sponsor:

The Spring/Summer Triad meeting should take place **after** the end of year evaluation has been completed, and is designed, at a minimum, to:

- address any concerns raised in the end of year evaluation (Self, Advisor, Sponsor)
- document requirements that have been completed this year
- review and comment on the status of the goals identified in the previous Fall Triad meeting

At the completion of this meeting, the **Advisor** is responsible for submitting a signed electronic copy (electronic signatures are acceptable) to Julie Shaw, Assistant to the Director – Ministries and Faith Development. Julie may be contacted at 617-948-6406 with any questions.

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1. Checklist of Candidate requirements fulfilled **for this past year** (put an 'X' in all those that apply)

Requirement	Fulfilled this year?
Documentation of coursework taken and completed assignments	
Letters of support from Advisor, Sponsor and congregation	
Signed UUMN "Code of Professional Practices"	
Proposal for community service project submitted to MLCC (must be submitted no later than the Fall Triad Meeting of the candidate's second year)	
Documentation of completed community service project (including any accompanying programs, fliers, etc.)	
List of denominational gatherings attended with brief description and reflection. (see Candidate Notebook Portfolio Contents Appendix for further detail)	
Sample orders of service with rationales and feedback (see Candidate Notebook Portfolio Contents Appendix for further detail)	
Updated resume	
Profile of music in your congregation (see Candidate Notebook Portfolio Contents Appendix for further detail)	
Written philosophy of music as ministry	
Revision #1 (after first year)	
Revision #2 (after second year)	
Final draft (in third year)	
Yearly evaluation from Sponsor	
Yearly self-evaluation from Candidate	
Yearly evaluation from Advisor	
Recommendation for Credentialing from Advisor and Sponsor (at end of program)	
Photos and CDs of rehearsals and music programs conducted (optional)	
Other certificates and relevant material (optional)	

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For the following questions, it is not necessary that all members of the Triad comment on each item. However, the Music Leadership Credentialing Committee is looking for verification that all members of the Triad were actively engaged in this meeting.

2. Were there any concerns raised in the Sponsor, Advisor, or self-evaluation?

If so, please list what action, if any, has been taken to address these.

Candidate Comments:

Advisor Comments:

Sponsor Comments:

3. What goals have been completed since the previous fall triad meeting?

Candidate Comments:

Advisor Comments:

Sponsor Comments:

4. What goals set at the previous fall triad meeting are uncompleted?

If there are uncompleted goals, how will they be addressed?

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Candidate Comments:

Advisor Comments:

Sponsor Comments:

Additional comments:

Candidate Signature: _____

Advisor Signature: _____

Sponsor Signature: _____