

# UUA Internship Stipend Grants Program for 2012-2013

## Program Description

The Unitarian Universalist Association plays a significant role in helping to provide congregations with the opportunity to call well-trained and highly-qualified ministers. A strong internship experience is an extremely important step in the preparation process for the Unitarian Universalist ministry, and it's one that would not be possible without the participation of our member congregations. Thank you for your commitment to supporting our future ministry through your intention to serve as an internship site!

For many congregations, adding a fair internship stipend to the budget can be difficult in the first several years of becoming established as a teaching site. The Ministerial Credentialing Office offers an internship stipend grant program to congregations in order to assist new teaching sites in providing internship stipends during their first year or two. Since good teaching sites are always in great demand, it is hoped that, following this initial assistance, your members will want to continue to support your internship program independently, thereby making it possible for your congregation to host interns in the years to come.

The grant program is open to congregations offering either full-time or part-time internships. Full-time internships average 40 hours/week for at least 9 months while part-time positions are a minimum of 15 hours/week for 18 months and usually span two congregational years. These internships may take place 1) primarily within the context of a congregation, or 2) they may be congregationally-based but include a significant amount of ministry with an outside agency or institution (a maximum of 50% of the internship experience). All grants will be made to congregations.

A good internship site will provide opportunities to engage in anti-racism, anti-oppression and multiculturalism work in addition to those which help develop other core ministerial competencies. Grant applicants will take note of the emphasis of a congregation's commitment to antiracism, anti-oppression and multiculturalism.

Each year, we receive applications from a number of congregations deserving of internship funding. Grants will provide up to one half of the recommended minimum stipend for a full- or part-time internship of up to 10 months. (See Grant Guidelines on page 3 for recommended minimum stipend amounts.) Congregations may re-apply next year for one renewal of up to half the amount of the first stipend grant.

**(Note that a renewal grant is not automatic. An application must be submitted!)**

## **Grant Guidelines**

Please be sure that your congregation meets the following guidelines before filling out the application form.

1. The congregation's governing body has committed to:
  - a) become a teaching congregation.
  - b) create an Intern Committee prior to the intern's arrival, in accordance with the guidelines set forth in the Internship Manual.
  - c) provide at least 50% of the total recommended stipend, regardless of the outcome of an upcoming canvass. Note that the recommended stipend depends on the size of the congregation.

### **Recommended Minimum Stipend Amounts**

- Less than 250 members: \$1450/month full-time, \$725/month half-time
- 251-499 members: \$1700/month full-time, \$850/month half-time
- 500-750 members: \$1800/month full-time, \$900/month half-time
- More than 750 members: \$1950/month full-time, \$975/month half-time

(Recommendations from the UUA Office of Church Staff Finance, August 2011)

2. The congregation has on-site supervisor in Final Fellowship who will commit to meet the standards of supervision set out in the Internship Manual which can be downloaded at [www.uua.org/programs/ministry/credentialing/internship](http://www.uua.org/programs/ministry/credentialing/internship).
3. The congregation is an Annual Program Fund (APF) Fair Share Congregation, which can be confirmed by the UUA's APF Office (617-948-6512) before the application deadline of November 1, 2011. Request a letter verifying the congregation's Fair Share status and include this letter in your application packet.

## Grant Awards

1. **The application deadline is November 1, 2011.** All applications *must* be complete and *must* be postmarked by this date. Preliminary grant awards will be made and the results will be communicated in writing to all applicants by December 1, 2011. Letters will be sent to the intern supervisor unless otherwise noted on the application.
2. Congregations receiving notice of preliminary grant awards should have someone fill out a teaching site profile for the congregation on the Internship Clearinghouse's online database (accessible from the Internship Clearinghouse web page) if it has not already been created. This should be completed as soon as possible.
3. Grants will be finalized after the prospective intern has accepted the position and the Ministerial Credentialing Office has received a signed Internship Agreement (see Internship Manual) spelling out the terms and duration of the internship. This Agreement should be sent to the Ministerial Credentialing Office by April 1, 2012.
4. In the event a congregation is unable to find an intern by March 1, 2012 (or the congregation cannot offer the internship because of unforeseen circumstances) the grant amount may be made available to the next congregation on a waiting list created at the time initial selections were made.

For more information about the Internship Stipend Grants Program or assistance with the application process, contact Rev. David Pettee, Ministerial Credentialing Director at [mcodirector@uaa.org](mailto:mcodirector@uaa.org) or 617-948-6402.

# 2012-2013 UUA Internship Stipend Grants Program Application

## Application Instructions:

1. Complete this application form and have your president (or equivalent) sign the verification statement (Section III). If applying for a renewal grant, complete Section I only.
2. Attach a letter from the UUA's Annual Program Fund office, verifying your congregation's Fair Share congregation status.
3. Mail the application to the Internship Clearinghouse. It must be postmarked no later than November 1, 2011. Applications should be addressed to:

Rev. David Pettee  
Ministerial Credentialing Director  
Unitarian Universalist Association  
25 Beacon Street  
Boston, MA 02108

## SECTION I

### Name and Address of Congregation

#### Duration of Internship

Start date:

Completion date:

#### Name(s) and Title(s) of Person(s) Completing Application

#### Proposed Stipend

From congregation:

From Internship stipend Grant:

From other sources:

Total:

#### Previous Intern Experience (if any)

Name:

Stipend Amount:

Year:

Full or part-time:

#### Other Remuneration

Professional expenses:

Health insurance:

Housing:

Travel:

Taxes:

Total:

#### Supervisor

Name:

Year admitted into Final Fellowship:

Previous supervisory experience:

## **SECTION II**

*Please provide responses to the following (a maximum of one typed page each):*

1. Why does your congregation want to become a Teaching Congregation?
2. What special attributes make this congregation a strong internship site?
3. Please list and briefly describe the activities, programs, classes, workshops, and/or outreach in which your congregation has engaged issues of anti-racism, anti-oppression and multiculturalism.
4. What opportunities might an intern have to be involved with the congregation regarding these issues?
5. What is your plan for achieving self-sufficiency in funding future internships?

**SECTION III**

*Please have the president, or equivalent, of your governing body sign the following statement of verification:*

I verify that the governing body of

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(name of congregation)

has agreed upon the following to:

1. become a teaching congregation.
2. provide at least 50% of the total minimum recommended stipend (regardless of the outcome of an upcoming canvass)
3. create an Intern Committee prior to the intern's arrival, in accordance with the guidelines of the Internship Manual.

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Name (please print)

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Title

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Signature

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Date