

UUA Internship Stipend Grants Program for 2008-2009

Program Description

The Unitarian Universalist Association of Congregations 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. So thank you for your commitment to supporting our future ministry through your intention to serve as an internship site.

Grant applicants will note an emphasis on a congregation's involvement with issues of anti-racism, anti-oppression and multiculturalism. The 1997 General Assembly Resolution, *Toward an Anti-Racist Unitarian Universalist Association*, "urges the Unitarian Universalist Association, its congregations, and community organizations to develop an ongoing process for the comprehensive institutionalization of anti-racism and multi-culturalism." It further states, "the General Assembly urges all Unitarian Universalist leaders, *including ministers*, [emphasis added] ...to engage in ongoing anti-racism training, to examine basic assumptions, structures, and functions, and, in response to what is learned, to develop action plans." 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.

For many congregations, adding a fair internship stipend to the budget can be especially difficult in the first several years of becoming established as a teaching site. The UUA Ministerial Credentialing Office therefore offers a 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 6 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.

Each year, we receive applications from a number of congregations deserving of internship funding. Because there are limited funds available for the Internship Stipend Grants Program, grants unfortunately cannot be awarded to all qualified applicants.

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 has not had an intern more recently than 2002-2003 (except for congregations applying for a renewal grant).
2. 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, 2007. Request a letter verifying the congregation's Fair Share status and include this letter in your application packet.
3. The congregation has a qualified on-site supervisor in Final Fellowship who will make a commitment to meeting the standards of supervision set out in the current Unitarian Universalist Ministerial Internship Manual. Copies of the manual are available for download at the Internship Clearinghouse website: www.uua.org/programs/ministry/credentialing/internship.
4. The congregation's governing body has voted:
 - a) to become a UUA Teaching Congregation.
 - b) to 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: \$1300/month full-time, \$650/month half-time
- 251-499 members: \$1500/month full-time, \$750/month half-time
- 500-750 members: \$1600/month full-time, \$800/month half-time
- More than 750 members: \$1750/month full-time, \$875/month half-time

Recommendations adopted by the Compensation, Benefits and Pension Committee 9/06

- c) to create an Intern Committee prior to the intern's arrival, in accordance with the guidelines in the UUA internship manual.

Grant Awards

1. The application deadline is November 1, 2007. 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, 2007. 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 Internship Clearinghouse office has received a signed Internship Agreement** spelling out the terms and duration of the internship. (A form can be obtained from the Internship Manual.) The Agreement should be sent to the Internship Clearinghouse by April 1.
4. In the event a congregation is unable to find an intern by March 1 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. Kim Wilson, Internship Clearinghouse Coordinator at kwilson@uaa.org or 203-484-5081.

2008-2009 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, 2007. Applications should be addressed to:

Rev. Kim D. Wilson
Internship Clearinghouse
766 Totoket Road, Northford, CT 06472

SECTION I

Name and Complete 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 grant:
From other sources:
Total:

Most Recent Previous Intern (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 or
planned supervisory training:

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 within the past three years on 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

(name of congregation)

has agreed and officially voted on the following:

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

Name (please print) Title

Signature

Date