

Music Leadership Credentialing Program

Portfolio Path Option

Entrance to Portfolio Path option is open until September 1, 2015. The candidate must submit all materials to the MLCC within three years of date of application. Candidates seeking recognition at the Service of the Living Tradition must submit all materials by February 28 of the year they wish to be recognized.

Portfolio Path candidates will be paired with a peer advisor by the MLCC in consultation with the candidate. The peer advisor should be an experienced music leader and a long-time member of the Unitarian Universalist Musicians Network (UUMN). The candidate's peer advisor will provide support throughout the credentialing process and will review all required materials, including documents and video clips, before submission to the MLCC.

Successful completion leads to UUA Credentialed Music Leader status.

I. Application requirements

- Ten or more years experience as a professional paid or unpaid music leader in one or more UU congregations prior to September 1, 2010.
- Current membership in UUMN
- Completed application form
- Current resume
- Two letters of support: one from the senior or parish minister of the congregation served; and one from the president of the congregation served. These should specifically include comments related to the candidate's interpersonal skills with parishioners and staff members.
- Signed copy of UUMN "Code of Professional Practices"
- Criminal Offense Disclosure Form.
- Application fee of \$350.
- Provide a profile of music in your congregation
 1. Describe the music program you inherited
 2. Describe your current program (may use chart or paragraph form)
 3. Describe your current music budget (may use chart or paragraph form), including information about total church budget
 4. What is the size of your congregation?
 5. How long have you been at your current church? Have you served other churches? If so, for how long?
 6. Describe in one to two paragraphs any challenges you have experienced and how you handled them.
 7. Describe in one to two paragraphs a success you've had in your music program

II. Academic/non-Academic Training Requirement

75 hours or more clock hours of documented training in competency areas listed below.

Examples of documentation: UUMN Professional Development, formal coursework (transcript or syllabus), workshops, seminars, individual instruction (copies of programs, syllabi, time sheet and statement from instructor).

III. Paper Requirements

Reflection papers on both of these topics:

- a. Your ongoing professional formation as a music leader in UU congregations over the course of your career, including reflection on how your leadership has ministered to the spiritual development of congregants. (minimum 3500 – maximum 8000 words)

1. What initially led you to a UU music leadership role?
2. How have you grown (musically, personally, spiritually, professionally) through your UU music leadership role?
3. What and who have been your primary influences in your music leadership role?
4. Which aspects of music leadership have increased in importance to you over time?
5. Which have receded in importance?
6. What in your music leadership role has challenged you? Surprised you? Frustrated you? Inspired you?
7. How, through your music leadership, have you ministered to the spiritual development of congregants?
8. What are your key strengths as a music leader in UU settings?
9. What areas of professional knowledge and skill are you currently seeking to deepen or strengthen?

- b. Music as ministry philosophy statement: (400-700 words)

1. How is music in your congregation a ministry?
2. How does your music ministry serve your congregation?
3. How does your music ministry reflect our UU principles, traditions, and sources?
4. How does music in your congregation change lives, nurture healing and inspire hope?

IV. Demonstration of Competencies

Document competencies in the following areas of music leadership. Give specific examples supported by documentation as indicated

Music Skills and Resources

- a. *Leading congregational singing as a singer or instrumentalist.* 12-minute video clip demonstrating skills in four different venues (3 minutes per type/venue) required. Describe your experience in this area and also provide documentation of any formal instruction.
- b. *Leading musical rehearsals for vocal and instrumental ensembles of all ages.* 10-minute video clip required. Describe your experience in this area and provide documentation of any formal instruction.
- c. *Familiarity with musical resources, including hymnody.* Provide documentation of formal instruction in this area (coursework, workshops) and self-study (a list of books and other resources).
- d. *Practical knowledge of how to build and organize a music program.* Provide documentation of formal instruction and self-study. Also provide an essay of 400-700 words describing your experiences in this area

UU Heritage and Values

- a. *Planning and conducting worship services.* Describe your experience and any formal training in this area. In addition, provide copies of at least 10 orders of service. For three orders of service, provide a rationale for the music choices that addresses the questions below. The three services do not need to be consecutive. If possible, include one multigenerational service.
 - How was the music chosen?
 - For pieces of your choosing, why did you choose them?
 - How did the music enhance the theme of the service?
 - How did your musical selections help your congregation grow musically (i.e., increase their familiarity with different musical styles, aid their respect and understanding of different traditions, grow their confidence as singers and/or musicians)?
 - What observations do you have about how the music was received?
- b. *Understanding of UU history and values.* Provide documentation of formal training and self-study in this area and a 400-700 word reflection paper on your knowledge and experiences in this area.

- c. *Using music to music to foster UU values and heritage.* Provide a 400-700 word reflection paper about your knowledge and experiences in this area.
- d. *Familiarity with UU congregational structure and governance.* Provide documentation of formal training and self-study and a 400-700 word reflection paper on your knowledge and experiences in this area.
- e. *An understanding of best practices in anti-racism, anti-oppression, and multiculturalism.* Provide documentation of formal training and self-study and a 400-700 word reflection paper on your knowledge and experiences in this area.
- f. List of at least three denominational gatherings attended (in addition to national UUMN conferences) with brief description and reflections. This requirement is intended to demonstrate the breadth of your engagement with Unitarian Universalism and the UUA. Types of events that would be considered for this requirement: GA, District Assembly, regional/district UUMN, UU summer institutes, UU Music camps.

A reflection on each event is required and should include

- Helpful things learned for your music program,
- An awareness of what is happening in other congregations,
- How has your perspective been broadened from participating in this event, and
- How you have (or how might you) integrated what you've learned from participation

Leadership and Interpersonal Skills

- a. *Application of professional ethics and standards of conduct.* Provide documentation of formal instruction and self-study and a 400-700 word reflection paper on your knowledge and experiences in this area.
- b. *Implementation of basic pastoral care.* Provide documentation of formal instruction (internships, practica, coursework) and self-study and a 400-700 word reflection paper on your knowledge and experiences in this area.
- c. *An understanding of congregations as emotional systems.* Provide documentation of formal instruction and self-study in this area and a 400-700 word reflection paper on your knowledge and experiences in this area, specifically addressing your ability to maintain emotional and interpersonal boundaries within these systems. This is from a suggestion Paul made. I thought it fit best here, but please comment if you disagree or if you have suggestions about the wording...
- d. *Collaborative leadership and church staff skills.* Describe your experience and provide documentation of formal instruction and self-study. Also provide a 400-700

word reflection paper addressing your leadership strengths and challenges in the areas of teamwork and offering a pastoral presence.

- e. *A community service project and a one-page essay reflecting on your experiences and the results of your project.* The purpose of the Community Service Project requirement is to demonstrate the candidate's skills in extending the outreach of the candidate's music program into the congregation's wider geographic community or to other communities with which the congregation has established a relationship, e.g. a partner church. The project should employ appropriate musical resources from the candidate's congregational music program and may also employ resources from the wider community if the candidate so chooses. The project should assist and support causes of social justice, social witness, or social assistance outside of the congregation, and should not be a fund-raiser for the congregation.

The project should demonstrate the candidate's skills in (1) identifying community needs, (2) negotiating and establishing relationships with outside organizations, (3) planning and organizing resources, (4) carrying out advertising and publicity, (5) and selecting music appropriate to project's benefactor(s).

Candidates should submit a one-page essay that reflects on the effects of the project on the participants and recipients, as well as lessons and insights learned from the project. The candidate may include programs, flyers, photos, and other supporting materials if available.

VI. Completion Requirements

- Updated resume
- Criminal background check from approved vendor.
- Successful evaluation of submitted materials by MLCC