APPENDIX

Required Forms for Unitarian Universalist Ministerial Fellowship

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**January 2020 revision**

# MFC-Approved Career Development Centers

### Austin, Texas

#### Southwest Ministry Development Service

Dr. Ross D. Peterson,Executive Director

Serviced by the Columbus, Ohio Office

Phone: 800.297.6192  
E-mail: [MindevcntrSW@aol.com](mailto:MindevcntrSW@aol.com)

[www.MidwestMinistryDevelopment.org](http://www.midwestministrydevelopment.org/)

### Charlotte, North Carolina

Ministry Development Services

Katherine Hudspeth, Executive Director

6100 Sardis Road, Charlotte, NC 28270

Phone: 704.554.9222

E-mail: mdvs@ministryds.org

[www.ministryds.org](http://www.ministryds.org)

### Chicago, Illinois

#### Midwest Ministry Development Service

Dr. Ross D. Peterson, Executive Director

Dr. Margo M. R. Stone, Assoc. Ex Dir.

1840 Westchester Blvd., Suite 204

Westchester, IL 60154

Phone: 708.343.6268

E-mail: [mmds69chgo@aol.com](mailto:mmds69chgo@aol.com)

[www.MidwestMinistryDevelopment.org](http://www.midwestministrydevelopment.org/)

### Columbus, Ohio

Midwest Ministry Development Service  
Dr. Ross D. Peterson, Executive Director

Dr. Vickie P. McCreary, Associate

Executive Director

1234 Old Henderson Road, Suite B

Columbus, OH 43220

Phone: 614.442.8822

E-mail: [mmds69col@aol.com](mailto:mmds69col@aol.com)

[www.MidwestMinistryDevelopment.org](http://www.midwestministrydevelopment.org/)

### Kansas City, Missouri

#### Midwest Ministry Development Service

Dr. Ross D. Peterson, Executive Director

Serviced by the Columbus, Ohio Office

Phone: 800.297.6192

E-mail: [mmds69kc@aol.com](mailto:mmds69kc@aol.com)

[www.MidwestMinistryDevelopment.org](http://www.midwestministrydevelopment.org/)

### Nashua, New Hampshire

#### Center for Career Development and Ministry

Rev. Margaret Lewis, Executive Director

121 Manchester Street

Nashua, NH 03064

Phone: 603.943.7611

E-mail: [info@ccdmin.org](mailto:info@ccdmin.org)

[www.CCDMIN.org](http://www.ccdmin.org/)

### Seattle, Washington

#### The Center for Ministry in the West

Dr. John Landgraf, Executive Director

564 NE Ravenna Blvd.

Seattle, WA 98115

Phone: 206.957.4693

Fax: 206.527.1009

E-mail: [center4ministry@gmail.com](mailto:center4ministry@gmail.com)

[www.CenterforMinistry.org](http://www.centerforministry.org/)

### St. Paul, Minnesota

#### Leaderwise (formerly North Central Ministry Development Center)

Dr. Mark E. Sundby, Executive Director

516 Mission House Lane

New Brighton, MN 55112

Phone: 651.636.5120

Email: [admin@leaderwise.org](mailto:admin@leaderwise.org)

<https://leaderwise.org>

### St. Petersburg, Florida

#### Career and Personal Counseling Center

Dr. Barbara Kranendonk, Executive Director

3200 58th Avenue South

St. Petersburg, FL 33712

Phone: 727.867.7200

E-mail: [info@cpccflorida.com](mailto:info@cpccflorida.com)

[www.cpccflorida.com](http://www.cpccflorida.com/)

### Toronto, Ontario

#### Six Oaks Consulting

Jennifer Clarke, Partner

Dr. Tim Elliott, Partner

#419-20 Southport Street

Toronto, Ontario M6S 4Y8

Phone: 416.767.0922 (C)

Phone: 416.469.9994 (E)

E-mail: [info@sixoaksconsulting.com](mailto:info@sixoaksconsulting.com)

[www.sixoaksconsulting.com](http://www.sixoaksconsulting.com/)

# Interview Form for Ministerial Applicant

Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State/Province: \_\_\_\_\_\_\_\_\_\_\_\_\_ZIP/Postal Code: \_\_\_\_\_\_\_\_

Primary Phone (Home/Mobile): \_\_\_\_\_\_\_\_\_\_\_\_\_ 2nd Phone (Work): \_\_\_\_\_\_\_\_\_\_\_\_\_

Interviewer’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Fellowship with the UUA**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State/Province: \_\_\_\_\_\_\_\_\_\_\_\_\_ ZIP/Postal Code: \_\_\_\_\_\_\_\_

Primary Phone (Home/Mobile): \_\_\_\_\_\_\_\_\_\_\_\_\_ 2nd Phone (Work): \_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### To the Minister

Thank you for taking the time and energy to help us get to know this ministerial applicant better. You do a valuable service to our denomination when you provide honest and thoughtful comments. We encourage you to share this evaluation with the applicant, and let this applicant know whether or not you think their interest in our ministry should be encouraged.

NOTE: You may fill the box below (which will expand as you type).

#### In what capacity and for how long have you known the applicant?

|  |
| --- |
|  |

#### On the basis of your knowledge of the applicant or based on your interview, please comment on the following:

Understanding of Unitarian Universalist history, polity, religious education and liberal ministry;

Motivation for ministry and commitment to Unitarian Universalism;

Emotional maturity, intellectual ability, leadership potential and potential for growth and personal theology.

|  |
| --- |
|  |

#### What do you see as the applicant’s greatest strengths? Possible weaknesses?

|  |
| --- |
|  |

Interviewer Signature (or typed name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_

#### Please return this form to: [mco@uua.org](mailto:mfccoordinator@uua.org)

# Consent for Release of Information for Transfer or Plural Standing

Current or Prior Denominational Affiliation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Denominational Official or Adjudicatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ordination Date: \_\_\_\_\_\_\_\_\_\_\_\_

Ordaining Body: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Present Status: Active\_\_\_\_\_\_ Inactive \_\_\_\_\_\_

#### If active, please list name and address of official ordaining body.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, authorize the Ministerial Credentialing Director of the Unitarian Universalist Association to contact my current or prior denomination regarding my association with them. I understand that the purpose of this release is to provide the Ministerial Fellowship Committee (MFC) with all the information necessary to review my past functioning as a minister and to better judge my ability to function as a Unitarian Universalist minister. This information will be held in a confidential manner by the Ministries and Faith Development Staff Group and the Ministerial Fellowship Committee.

Signature (or typed name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

#### Please return this form to: [mco@uua.org](mailto:mfccoordinator@uua.org)

# Application for Candidate Status and Waiver of Claims and Authorization

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby apply for candidate status, agreeing to abide by the Rules and Policies of the Ministerial Fellowship Committee and by any amendments thereof.

I further agree to defer accepting any UUA congregationally-based position other than internships and student ministries unless approved by the Ministerial Credentialing Director. Violation of this policy shall render the candidate ineligible for an interview with the Ministerial Fellowship Committee or Ministerial Fellowship for four years from the commencement of the position.

I hereby understand, consent and agree that as part of my application for Ministerial Fellowship that inquiries will be made by the Unitarian Universalist Association and/or its designated committee(s) or agent(s) as to my background, moral character, reputation, health, and fitness.

I hereby authorize every person, firm, company, corporation, governmental agency, law enforcement agency, court, institution, counselor, medical provider or mental health provider having control of any documents, records or information concerning me to provide all such documents, records of information without delay or exception to the Unitarian Universalist Association.

I also understand and agree that as a part of this application process I may be asked questions of a personal or private nature about my background, moral character, reputation, health and fitness (including but not limited to questions about my medical and/or mental health background), and that I must respond to these requests in a good faith, truthful, complete, candid and prompt fashion.

I irrevocably release, waive and discharge the Unitarian Universalist Association and its officers, employees, committees, ministers, attorneys and agents from any and all claims of any type which I have, or may in the future have, as a result of or concerning the application process identified above, the decision made as a result of this application, and/or any inquires made of anyone during this application process.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

#### Please return this form to: [mco@uua.org](mailto:mfccoordinator@uua.org)

# Statement of Congregational Sponsorship

Applicants to Unitarian Universalist fellowship must be sponsored by a UU congregation. Congregations govern our ministry and authorize its conditions of membership. The purpose of this requirement is to ensure familiarity on the part of our UU ministers with UU congregational life and encourage congregations to take a responsible role in the recruitment, preparation and assessment of ministers.

Sponsorship of an applicant indicates confidence in the applicant’s potential and suitability for UU ministry. The Ministerial Fellowship Committee and the Ministries and Faith Development Staff Group will regard congregational sponsorship as evidence that the person seeking fellowship is actively committed to Unitarian Universalism and the institutions which uphold our faith tradition.

In most instances, sponsorship of an applicant will be approved by the congregation’s governing body, and not by congregational vote.

It is expected that the sponsoring congregation is a member of the Unitarian Universalist Association.

\* \* \* \* \* \* \* \* \* \* \* \*

Affirming these responsibilities, we, the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of congregation

elect to sponsor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as an aspirant for ministerial fellowship.

Name of applicant

Name of **applicant** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of **congregation president or board chair** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of congregation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##### Address of congregation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Return this form by email to: [mco@uua.org](mailto:mfccoordinator@uua.org)

If not possible, print forms can be sent to: Unitarian Universalist Association

ATTN: Ministerial Fellowship Committee 24 Farnsworth St., Boston MA 02210-1409

**MINISTERIAL FELLOWSHIP COMMITTEE APPOINTMENT REQUEST FORM**

**(To be completed only by Candidates with either**

**a completed CPE/CPSP/CSCPF unit or internship evaluations**

**and a completed Criminal Background Check)**

# Ministers in fellowship and candidates applying for fellowship shall inform the Ministerial Fellowship Committee of any of the following incidents immediately: Any criminal arrest and/or conviction that occur except for violations that are classified as infractions, such as speeding tickets and other violations that cannot result in incarceration. Arrests and convictions related to substance use must be reported. Any complaint of abuse and/or neglect of a child or any other person brought against the minister or candidate. Any complaint of domestic violence, harassment or request for a restraining order brought against the minister or candidate. Failure to disclose any convictions or complaints immediately to the Ministerial Fellowship Committee may result in removal of fellowship or rejection of any application.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**City** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **State/Province**\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ZIP/Postal Code** \_\_\_\_\_\_\_\_\_\_\_\_

**Phone(s)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Email address**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Optional Personal Information:**

Gender identity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Pronouns: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Racial/ethnic identity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sexual orientation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Health Considerations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If you are currently in theological school**:

I am enrolled at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full-time\_\_\_ Part-time\_\_\_ Expected graduation date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you have completed theological education:

School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Degree & date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Sponsoring Congregation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates of completion (use MM/YY):

Career Assessment(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ RSCC Interview (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internship (start/end): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CPE (start/end): \_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_\_\_\_\_\_\_\_\_\_\_

I am: A transfer candidate \_\_\_\_\_ A candidate for plural standing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have already met with the MFC: Date \_\_\_\_\_\_\_\_\_\_\_\_\_ Decision\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please tell us of any accessibility needs for your interview:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please specify the month/year you want to interview:

Candidates are advised to consult the Ministerial Credentialing Office about appointment availability prior to submitting a request. Earliest available appointments will be a minimum of twelve months after the date of request.

1st choice \_\_\_\_\_\_\_\_\_\_\_\_\_ 2nd choice \_\_\_\_\_\_\_\_\_\_\_\_

By submitting this form, I understand and agree that all materials submitted to the committee may be evaluated by the Ministerial Fellowship Committee. I hereby make application for Ministerial Fellowship in the Unitarian Universalist Association. I have received and read the Rules of the Ministerial Fellowship Committee, and agree to abide by them, and by any amendments thereof.

Signature (or typed name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

#### Please return this form to:[mfc@uua.org](mailto:mfc@uua.org)

Ministerial Credentialing Office, Unitarian Universalist Association

24 Farnsworth St., Boston, MA 02210-1409

# Checklist for MFC Interview Materials

1. Digital photograph (headshot in jpeg or gif format)
2. Biographical Information Form
3. Narrative Essay: An essay, 3–4 pages double-spaced, that narrates your life journey and call to ministry. We are interested in learning about you as a person: your family background, where you grew up, your commitments and interests outside the ministry; your present family and personal support system. Also, please discuss how you imagine serving in the Unitarian Universalist ministry in the near future.
4. Career Assessment Report from an approved career assessment program
5. Statements of Competence and Reading List: The MFC expects candidates to complete all required readings and coursework—or equivalent substitutions—by the time of the interview. All are relevant areas of inquiry during the interview, regardless of whether then candidate has completed them. A candidate cannot qualify for preliminary fellowship until all statements of competence and the reading list are completed.
6. First unit CPE or CPSP Evaluations:  \_\_\_\_\_Self   \_\_\_\_\_\_Supervisor
7. Internship Learning/Serving Agreement (dated)
8. Internship evaluations:  \_\_\_\_\_ Self \_\_\_\_\_Supervisor \_\_\_\_\_Committee
9. Five letters of reference from the following recommenders:
   1. A faculty member or academic advisor, if the candidate has been enrolled in seminary within the last five years;
   2. A Unitarian Universalist minister other than the internship supervisor;
   3. A religious educator;
   4. Anyone of the candidate’s choice who has known them for at least five years;
   5. Anyone of the candidate’s choice.

All letters of reference must be dated, signed, and must clearly indicate that they have been/will be shared with the candidate.

1. All official theological school transcripts, current at the time of submission
2. All other available official postsecondary transcripts, including undergraduate institutions
3. Criminal Offense Disclosure Form (if applicable)
4. Criminal Background Check: Final report must be received by the UUA. There is a fixed fee of $180, which is a substantial discount from the vendor’s ordinary fee. The UUA offers to cover half of the cost of the criminal background check. Please email [mco@uua.org](mailto:mco@uua.org) for more information.
5. RSCC letter (if applicable)
6. Consent for Release of Information for Transfer and Plural Candidates (if applicable)

#### Please return all MFC packet materials to: [mfc@uua.org](mailto:mfc@uua.org)

# Biographical Information Form for Candidates

### Required Personal Information

#### **Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**City** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **State/Province**\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ZIP/Postal Code** \_\_\_\_\_\_\_\_\_\_\_\_

#### Phone(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Optional Personal Information

Gender identity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Pronouns**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Racial/ethnic identity:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Sexual orientation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Relationship status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Children (and ages): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Health Considerations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Ministerial Formation and Educational Background

Date of RSCC Interview (if applicable):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Sponsoring Congregation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### NOTE: For all tables, additional lines can be added by using the “tab” key while selecting the rightmost bottom cell.

#### Undergraduate

|  |  |  |  |
| --- | --- | --- | --- |
| Institution | Degree | Major(s) | Years Attended |
|  |  |  |  |

#### Graduate

|  |  |  |  |
| --- | --- | --- | --- |
| Institution | Degree | Field | Years Attended |
|  |  |  |  |
| TheologicalInstitution | Degree | Field (if applicable) | Degree Year (Expected) |
|  |  |  |  |

#### Current Professional Certifications

|  |
| --- |
|  |

#### Current National/State Professional Licenses

|  |
| --- |
|  |

#### Career Assessment

Place:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Internship**

Place:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Clinical Pastoral Education (CPE/CPSP/CSCPF)**

Place:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Employment History and Volunteer Background (non-UU)

List *paid* employment with dates, e.g. “12/99–11/04,” or “11/14–” for current positions

|  |  |  |
| --- | --- | --- |
| Position | Organization | MM/YY–MM/YY |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

List *volunteer* positions and activities.

|  |  |  |
| --- | --- | --- |
| Position/Activity | Organization | MM/YY–MM/YY |
|  |  |  |
|  |  |  |
|  |  |  |

### UU Involvement

List *paid* employment with dates.

|  |  |  |
| --- | --- | --- |
| Position | Organization | MM/YY–MM/YY |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

List *volunteer* positions and activities.

|  |  |  |
| --- | --- | --- |
| Position/Activity | Organization | MM/YY–MM/YY |
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### Religious Record

First UU congregation joined:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_

Current congregational membership:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_

Previous/other religious affiliation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End date (if ended): \_\_\_\_\_\_

### Transfer or Plural Candidate Information

#### Ordaining body: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Ordination date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Severance of ordination: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Present church: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date joined: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Please return this form to: [mfc@uua.org](mailto:mfc@uua.org)

# Letter of Recommendation

Name of Candidate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Ministerial Fellowship Committee of the Unitarian Universalist Association requests a statement from you concerning this candidate. All information you supply will circulate only in the Ministerial Fellowship Committee and the UUA Ministries and Faith Development Staff Group. General laudatory comments alone are not helpful. Please be as specific and objective as possible. We request assessments of the candidate's character, strengths, style, judgment, skills, sensitivity to others, and areas of needed growth, as appropriate to the ministry. We further request that you share the contents of this letter with the candidate so that we may question the candidate about issues raised. A member of the Ministerial Fellowship Committee may call you with questions specific to this reference.

Instructions: You may fill the box below (which will expand as you type) or attach separate letterhead. In either case, you must sign the statement below.

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**I represent:**

A faculty member or academic advisor

A Unitarian Universalist minister other than the internship supervisor;

A religious educator;

Anyone of the candidate’s choice who has known them for at least five years;

Anyone of the candidate’s choice.

Contents of this letter have been shared with the candidate. I understand that this letter will be taken into consideration only if the contents may be shared with the Candidate.

#### Signature (typed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Name/Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please return this form to**: [mfc@uua.org](mailto:mco@uua.org)

# Overview of Statements of Competence and Required Readings

The academic expectations of candidates preparing for ministerial fellowship are organized around seven broad areas of ministerial competence.[[1]](#footnote-1) All candidates are required to submit “statements of competence” demonstrating that they have satisfactory command over all seven areas. Each area of competence includes several specific competencies that are expected of all candidates, regardless of where they intend to minister.

### Coursework Requirements

Each area of competence includes specific graduate coursework that candidates must complete prior to attaining preliminary fellowship, ordinarily as part of a Master of Divinity degree program. Courses taken need not have titles identical to the coursework expected: the expectation is that candidates complete an accredited graduate course that substantially reviews the required coursework. It is acceptable if the course content is folded into a larger, integrative course. Each competency area also indicates required course content, as well as optional areas of study relevant to the competency area.

It may also be the case that a candidate judges a course taken as part of the candidate’s undergraduate degree to be equivalent to a graduate course. In such cases, a substitution is acceptable so long as the candidate is prepared to justify the substitution to the Ministerial Fellowship Committee (MFC), if requested to do so at the time of the candidate’s interview.

### Reading Requirements

Each area of competence includes a list of required and optional readings. Please note that while the course requirements listed will be consistent with Master of Divinity degree curriculums of seminaries accredited by the Association of Theological Schools (www.ats.edu), the readings may not be. The readings include distinctively Unitarian Universalist approaches to ministry. Most of the listed readings are by Unitarian Universalist authors; others are the best sources available for aspects of ministerial practice that are vital to Unitarian Universalists.

In preparing for ministry, candidates will read a much larger body of materials from other religious and humanistic traditions, selected by the candidate and the faculty of the seminaries they attend. In listing Unitarian Universalist materials, the MFC does not imply that these materials are of greater importance. Indeed, deep engagement with multiple religious and intellectual traditions is indispensable to preparation for Unitarian Universalist ministerial fellowship. The MFC respects the judgment of seminary faculties in choosing among those materials and acknowledges that there are multiple texts that are equally appropriate.

Candidates should read all items denoted as “required” or “read all.” In several cases, constrained choices have been identified. A few out-of-print books are included in these constrained choices; however, it is possible to complete the list by choosing only texts that are in active print or available online. Materials known to be out of print are indicated with asterisks (\*\*).

**“Familiarity**” means that candidates should be prepared to use these resources, as needed, in the context of ministerial practice, and to explain how they would use them to the Ministerial Fellowship Committee, but need not have read them in their entirety.

**“Additional resources”** may be read at the candidate’s discretion; these may be especially helpful to candidates who have a special investment in a particular area of pastoral practice.

The choice of readings on this list reflects the best current judgment of the MFC. In some cases, a candidate and that candidate’s teachers may judge an item that does not appear on this list to be fully equivalent to an item that does appear.

### Completing the Competency Statements

For each area of competence, **candidates are required to provide an essay of no more than 400 words** that (a) integrates their knowledge and skills for the competency area while also (b) identifying what their growing edges are. This essay should not simply be a restatement of the information already captured in the other portions of the statement.

In the Microsoft Word version of this document, the text boxes expand to accommodate whatever is written. In the tables, additional lines can be added for listing courses and other activities by using the “tab” key while selecting the rightmost bottom cell. When utilizing the Word version of the competencies, do not delete any readings or alter other items included in the competencies.

**NOTE:** The link for the 2010 MFC Competencies can be found in the [Appendix](https://www.uua.org/careers/ministers/becoming/preparatory-stages).

# Areas of Competence for UU Ministry

### One: Worship and Rites of Passage

Knows how to prepare holistic, inclusive worship and rituals for life passages.

Demonstrates awareness of multicultural and multigenerational approaches to worship.

Prepares and delivers engaging sermons, homilies, and reflections.

Works collaboratively with professional colleagues and lay worship leaders.

Uses arts to create multisensory worship.

Integrates theological theory and practice.

### Two: Pastoral Care and Presence

Can provide pastoral care, recognizing differences between pastoral and therapeutic counseling.

Demonstrates healthy personal boundaries and knowledge of professional ethics.

Has awareness and skills to respond appropriately to sexuality, mental health, end of life, and relationship concerns.

Understands cultural and generational needs in pastoral care.

### Three: Spiritual Development for Self and Others

Models spiritual depth in personal practice.

Articulates philosophies and theories of teaching and learning.

Models accountable engagement with diverse spiritual traditions and communities.

Demonstrates understanding of multi-religious knowledge and practices.

### Four: Social Justice in the Public Square

Is engaged with critical justice issues in the local community and in the larger world.

Can apply the lens of power and privilege in the areas of antiracism, anti-oppression, and multiculturalism.

Understands basics of community organizing and value of broad-based coalitions.

Connects the history of UU justice engagement to the present.

### Five: Administration

Is prepared to manage staff and volunteers.

Has a basic understanding of budgets, stewardship, and fundraising (and the theology thereof).

Understands role as a minister within a mission-based institution.

Articulates understanding of conflict management and obstacles to healthy organizational functioning.

### Six: Serves the Larger Unitarian Universalist Faith

Collaborates with Unitarian Universalist and interfaith colleagues, including other religious professionals.

Articulates historical influence of Christianity on North American culture, including Unitarian Universalism.

Engages with Unitarian Universalism at the local, regional, national, and global levels.

Articulates knowledge of current initiatives and issues within the faith movement.

Demonstrates knowledge of UU history and polity.

Contributes to on-going scholarship and support of professional ministry.

### Seven: Leads the Faith into the Future

Experiments with emerging media technology.

Articulates a vision for the future, assessing opportunities and challenges for Unitarian Universalism in a changing society.

Explores new generational and multicultural expressions of Unitarian Universalism.

## One: Worship and Rites of Passage

Knows how to prepare holistic, inclusive worship and rituals for life passages.

Demonstrates awareness of multicultural and multigenerational approaches to worship.

Prepares and delivers engaging sermons, homilies, and reflections.

Works collaboratively with professional colleagues and lay worship leaders.

Uses arts to create multisensory worship.

Integrates theological theory and practice.

### Coursework

Required courses: Preaching/Worship Arts; Liberal and/or Liberation Theologies

Required course content: Multi-religious Studies

Optional courses: Visual Arts, Music Studies

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Optional Comments (text box will expand as needed)

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### Workshops and Trainings

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Optional Comments

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### Professional Worship and Rites of Passage Work

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### Volunteer Worship and Rites of Passage Work

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### Required Readings

**Read all:**

Marjorie Bowens-Wheatley, “Cornrows, Kwanzaa and Confusion: The Dilemma of Cultural Racism and Misappropriation,” *Liberal Religious Education*, No. 15 (Fall 1995), <http://www.uua.org/multiculturalism/introduction/misappropriation/37852.shtml>

Marjorie Bowens-Wheatley and Nancy Palmer Jones, *Soul Work: Anti-Racist Theologies in Dialogue* (2002)

Wayne Arnason and Kathleen Rolenz, *Worship That Works* (2017)

Erika Hewitt, *Story, Song and Spirit: Fun and Creative Worship Services for All Ages* (2010)

Ken Sawyer and Jane Rzepka, *Thematic Preaching* (2001)

**Choose at least one:**

John Buehrens and Rebecca Ann Parker, *A House for Hope: The Promise of Progressive Religion for the Twenty-First Century* (2010)

Paul Rasor, *Faith Without Certainty: Liberal Theology in the 21st Century* (2005)

**Choose one text each from three of the following contemporary authors:**

Forrest Church

*The Cathedral of the World: A Universalist Theology* (2009)

*Love and Death: My Journey Through the Valley of the Shadow* (2008)

William Jones

*Is God a White Racist: A Preamble to Black Theology* (1997)

William R. Murry

*Reason and Reverence: Religious Humanism in the 21st Century* (2006)

Rebecca Ann Parker and Rita Nakashima Brock

*Saving Paradise: How Christianity Traded Love of This World for Crucifixion and Empire* (2008)

*Proverbs of Ashes: Violence, Redemptive Suffering, and the Search for What Saves Us* (2002)

Anthony Pinn

*Humanism: Essays on Race, Religion, and Popular Culture* (2015)

*What Is Humanism and Why Does It Matter?* (ed.) (2013)

*When Colorblindness Isn’t the Answer: Humanism and the Challenge of Racism* (2017)

*The End of God-Talk: An African American Humanist Theology* (2012)

*Terror and Triumph: The Nature of Black Religion* (2003)

Jerome Stone

Religious Naturalism Today: The Rebirth of a Forgotten Alternative (2009)

Thandeka

“What Moves Us,” *Tapestry of Faith*, <http://www.uua.org/re/tapestry/adults/movesus>

Sharon Welch

*After Empire: The Art and Ethos of Enduring Peace* (2004)

\*\**Sweet Dreams in America: Making Ethics and Spirituality Work* (1998)

*A Feminist Ethic of Risk*, Revised Ed. (2000)

\*\**Communities of Resistance and Solidarity: A Feminist Theology of Liberation* (1985)

**Choose one text each from two of the following 20th-century authors:**

James Luther Adams

*JLA: The Essential James Luther Adams* (George K. Beach, ed.) (1997)

*An Examined Faith: Social Context and Religious Commitment*, with J. Adams (1991)

*On Being Human Religiously* (Max L. Stackhouse, ed.) (1976)

Charles Hartshorne

*Omnipotence and Other Theological Mistakes* (1984)

*A Natural Theology for Our Times* (1967)

Clarence Skinner

*The Social Implications of Universalism* (1915), <https://archive.org/details/socialimplicati00skingoog>

\*\**A Religion for Greatness* (1945)

Henry Nelson Wieman

*The Source of Human Good* (1946)

**Familiarity with two:**

Paula Cole Jones, *Encounters: Poems About Race, Ethnicity, and Identity* (2010)

Mark Morrison-Reed and Jacqui James, *Been in the Storm So Long: A Meditation Manual* (1991)

Mark Morrison-Reed and Jacqui James, *Voices from the Margins: An Anthology of Meditations* (2012)

Kayla Parker, *Becoming: A Spiritual Guide for Navigating Adulthood (*2015)

Marta Valentin, *A Long Time Blooming: Meditations* (2014)

**Familiarity with all:**

UUA, *Lifting Our Voices: Readings in the Living Tradition* (2015)

UUA, *Las Voces del Camino* (2009)

UUA, *Singing the Journey* (2005)

UUA, *Singing the Living Tradition* (1993)

### Additional Resources

Gary Dorrien, *The Making of American Liberal Theology*, Vols. 1–3 (2001, 2003, 2006)

Erika Hewitt, The Shared Pulpit: A Sermon Seminar for Lay People (2014)

Edward Searl, In Memoriam: A Guide to Modern Funeral and Memorial Services (2000)

Edward Searl, *Coming of Age: A Treasury of Poems, Quotations, and Readings on Growing Up* (2006)

Edward Searl, *Readings to Celebrate Marriage* (2006)

Edward Searl, *Beyond Absence: A Treasury of Poems, Quotations, and Readings on Death and Remembrance* (2005)

Edward Searl, *Bless this Child: A Treasury of Poems, Quotations, and Readings to Celebrate Birth* (2005)

Nancy Shaffer, *While Still There is Light: Writings from a Minister Facing Death* (2013)

UUA, Cultural (Mis)Appropriation: Resources to Inform Practice <https://www.uua.org/multiculturalism/introduction/misappropriation>

Christine Marie Smith, *Preaching Justice: Ethnic and Cultural Perspectives* (2008)

Starhawk and M. Macha NightMare, *The Pagan Book of Living and Dying: Practical Rituals, Prayers, Blessings, and Meditations on Crossing* *Over* (1997)

Nathan Walker, *Exorcising Preaching: Crafting Intellectually Honest Worship* (2014)

### Additional Resources (Not Required by MFC) That You Wish to List

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**Narrative Description (400-word max; See Instructions)**How have you integrated theory and practices in this area of competence? Please include your growing edges.

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## Two: Pastoral Care and Presence

Can provide pastoral care, recognizing differences between pastoral and therapeutic counseling.

Demonstrates healthy personal boundaries and knowledge of professional ethics.

Has awareness and skills to respond appropriately to sexuality, mental health, end of life, and relationship concerns.

Understands cultural and generational needs in pastoral care.

### Coursework

Required courses: Pastoral Care

Required course content: Sexual Misconduct Prevention/Professional Boundaries; Ethics

Optional courses: Advanced CPE; Counseling; Cross-Cultural Counseling; Human Development; Family Systems; Sexuality Issues for Religious Professionals

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Optional Comments

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### Workshops and Trainings

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Optional Comments

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### Professional Pastoral Care Work

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### Volunteer Pastoral Care Work

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### Required Readings

**Read all:**

Rita Nakashima Brock and Gabriella Lettini, *Soul Repair* (2013)

Marvin Ellison, *Making Love Just: Sexual Ethics for Perplexing Times* (2012)

Debra Haffner, *A Time to Build: Creating Sexually Healthy Faith Communities* (2012)

Allan Johnson, *Privilege, Power and Difference*, 2nd ed. (2005)

Sheryl Kujawa-Holbrook, *Injustice and the Care of Souls: Taking Oppression Seriously in Pastoral Care* (2009)

John R. Mabry, *Spiritual Guidance Across Religions: A Sourcebook for Spiritual Directors and Other Professionals* (2014)

Peter Steinke, *How Your Church Family Works: Understanding Congregations as Emotional Systems* (1996)

Jeanne Stevenson-Moessner and Teresa Snorton, eds., *Women Out of Order: Risking Change and Creating Care in a Multicultural World* (2009)

UUA, *Safe Congregations Handbook* (2018) <https://www.uua.org/safe/handbook>

### Additional Resources

Religious Institute, “Sexually Safer Congregations” website, <http://religiousinstitute.org/safer-congregations/>

Edwin Friedman, *Generation to Generation: Family Process in Church and Synagogue* (1985)

Christie Cozad Neuger, *Counseling Women: A Narrative, Pastoral Approach* (2001)

### Additional Resources (Not Required by MFC) That You Wish to List

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### Narrative Description (400-word max; See Instructions)

How have you integrated theory and practices in this area of competence? Please include your growing edges.

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## Three: Spiritual Development for Self and Others

Models spiritual depth in personal practice.

Articulates philosophies and theories of teaching and learning.

Models accountable engagement with diverse spiritual traditions and communities.

Demonstrates understanding of multi-religious knowledge and practices.

### Coursework

Required courses: Religious Education Theory; Method/Practice; Hebrew & Christian Scriptures

Optional courses: Multi-Religious Spiritual Practice; Spiritual Direction; Philosophy; Child Development

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### Paid Work related to this competency area

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### Volunteer Work related to this competency area

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### Required Readings

#### Read all:

Scott Alexander, *Every Day Spiritual Practice* (1999)

Karen Bellavance-Grace, “A Full Week Faith” (2013), <http://fullweekfaith.weebly.com/uploads/1/2/2/9/12293877/finalto_web.fahs_fellowship_paper_copy.pdf>

John Buehrens, *Understanding the Bible: An Introduction for Skeptics, Seekers, and Religious Liberals* (2010)

Tracey Hurd, *Nurturing Children and Youth* (2005)

Sarah Gibb Millspaugh, *Coming of Age Handbook for Congregations* (2008)

Roberta M. Nelson, ed., *Claiming the Past, Shaping the Future: Four Eras in Liberal Religious Education, 1790-1999* (2006)

Sally Patton, *Welcoming Children with Special Needs* (2004), <http://www.uua.org/sites/live-new.uua.org/files/documents/lfd/welcoming_children_specialneeds.pdf>

UUA, Essex Conversations: Visions for Lifespan Religious Education (2001)

#### Familiarity with content:

\*\*Sophia Fahs, *Today’s Children and Yesterday’s Heritage* (1961), <http://img.uua.org/mfc/Fahs_Todays_Children.pdf>

UUA, Tapestry of Faith Curricula

Various Authors / UUA, Our Whole Lives Curricula

UUA, Welcoming Congregation program, <http://www.uua.org/lgbtq/welcoming/program>

### Additional Resources

UUA Renaissance Modules, <http://www.uua.org/careers/re/renaissance>

Barry Andrews, “Only the Soul Avails: Teaching as A Spiritual Act” (2014), <http://uuneedham.org/wp-content/uploads/2014/02/Teaching-as-a-Spiritual-Act.pdf>

Richard S. Gilbert *Growing Up Absorbed: Religious Education Among the Unitarian Universalists* (2014)

Maria Harris, Fashion Me A People: Curriculum in the Church (1989)

Mark Hicks, “Building the World We Dream About,” Tapestry of Faith (2010)

Richards, Michelle, *Tending the Flame: The Art of UU Parenting* (2010)

Eugene Roehlkepartain, Elanah Naftali and Laura Musegades, *Growing Up Generous: Engaging Youth in Giving and Serving* (2000)

Laura Spencer, “The Mosaic Project Report: An Assessment of Unitarian Universalist Ministry to Youth and Young Adults of Color and Latina/o and Hispanic and Multiracial/Multiethnic Descent” (2009), <http://www.uua.org/sites/live-new.uua.org/files/documents/idbm/mosaic/0904_report.pdf>

Jessica York and Helen Zidowecki, “Sharing the Journey: Small Group Ministry with Youth,” Tapestry of Faith <http://www.uua.org/re/tapestry/youth/journey>

### Additional Resources (Not Required by MFC) That You Wish to List

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### Spiritual Practice/Teaching

List personal practices, spiritual direction, etc.

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### Narrative Description (400-word max; See Instructions)

How have you integrated theory and practices in this area of competence? Please include your growing edges.

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## Four: Social Justice in the Public Square

Is engaged with critical justice issues in the local community and in the larger world.

Can apply the lens of power and privilege in the areas of antiracism, anti-oppression, and multiculturalism.

Understands basics of community organizing and value of broad-based coalitions.

Connects the history of UU justice engagement to the present.

### Coursework

Required courses: Religious Ethics; Anti-Racism/Anti-Oppression/Multiculturalism

Required course content: (Choose four) Community Organizing/Social Change Theory; Public Leadership; UU History of Prophetic Witness; Justice Theory; History of Oppression; LGBTQI Studies; Gender Studies; Feminist Studies; Disability Studies; Postcolonial Theory; Ethnic Studies; Environmental Justice; Peace Studies

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### Workshops, Trainings, and Justice Movement Participation

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Optional Comments

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### Required Readings

**Read all:**

All UUA Statements of Conscience, <http://www.uua.org/statements>

Kathleen Parker, *Sacred Service in Civic Space: Three Hundred Years of Community Ministry in Unitarian Universalism* (2007)

Mark Morrison-Reed, *The Selma Awakening: How the Civil Rights Movement Tested and Changed Unitarian Universalism* (2014)

Jennifer Nordstrom and Manish Mishra Marzetti, eds., *Justice on Earth: People of Faith Working at the Intersections of Race, Class, and the Environment* (2018)

Lindi Ramsden, “A Changing Climate for Ministry,” Berry Street Essay (2014) <https://www.uuma.org/page/berrystreetessays>

Paul Rasor, *Reclaiming Prophetic Witness: Liberal Religion in the Public Square* (2012)

Don Robinson, “Our Ministry Begins When We Leave This Place,” Berry Street Essay (2013) <https://www.uuma.org/page/berrystreetessays>

Linda Stout, *Bridging the Class Divide and Other Lessons for Grassroots Organizing* (1997)

#### Familiarity with Content:

Side With Love campaign, <https://sidewithlove.org>

Unitarian Universalist Service Committee (UUSC), [www.uusc.org](http://www.uusc.org)

UU College of Social Justice, <http://uucsj.org>

Coalition of Unitarian Universalist State Action Networks, [http://cuusan.org](http://cuusan.org/)

Unitarian Universalist Ministry for Earth, [https://www.uumfe.org](https://www.uumfe.org/)

UUA Green Sanctuary Program, <https://www.uua.org/environment/sanctuary>

UUA, Lesbian, Gay, Bisexual, Transgender, Queer Justice, <https://www.uua.org/lgbtq>

### Additional Resources

John Gibb Millspaugh, ed., *A People So Bold* (2009)

Richard Gilbert, *The Prophetic Imperative: Social Gospel in Theory and Practice* (2000)

UUA, “Social Justice Workbook: Inspired Faith: Effective Action,” <http://www.uua.org/sites/live-new.uua.org/files/documents/washingtonoffice/ifea.pdf>

### Additional Resources (Not Required by MFC) That You Wish to List

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### Organizational Memberships, Partnerships, and Ongoing Commitments and Responsibilities

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### Other Relevant Activities and Experiences

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### Narrative Description (400-word max; See Instructions)

How have you integrated theory and practices in this area of competence? Please include your growing edges.

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**Five: Administration**

Is prepared to manage staff and volunteers.

Has a basic understanding of budgets, stewardship, and fundraising (and the theology thereof).

Understands role as a minister within a mission-based institution.

Articulates understanding of conflict management and obstacles to healthy organizational functioning.

### Coursework

Required courses: (Choose one) Church Administration; Nonprofit Management and/or Leadership

Required course content: Stewardship/Fundraising

Optional course content: Social Entrepreneurism; Marketing; Strategic Management

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### Workshops and Trainings

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### Paid Administration Work

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### Volunteer Administration Work

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### Required Readings

**Read/view all:**

Keith Kron and Barbara Child, eds., *In the Interim: Strategies for Interim Ministers and Congregations* (2013)

Rob Eller-Isaacs and Laura Park, “Governance: The UU University Track” (2009), video webinars, <http://www.uua.org/governance/leadership/uuu/2009/governance> and <http://www.youtube.com/playlist?list=PL595550C19D720B2F>

Dan Hotchkiss, *Governance and Ministry: Rethinking Board Leadership* (2009)

UUA Commission on Appraisal, “Who’s In Charge Here? The Complex Relationship Between Ministry and Authority” (2013)

**Choose one:**

Wayne Clark, *Beyond Fundraising: The Complete Guide to Congregational Stewardship* (2007)

Mark Ewert, *The Generosity Path: Finding the Richness in Giving (*2014)

Terry Sweetser and Susan Milnor, *The Abundance of Our Faith* (2006)

**Choose one:**

Thom Belote, *The Growing Church: Keys to Congregational Vitality* (2013)

Martin Linsky and Ronald Heifetz, *Leadership on the Line: Staying Alive Through the Dangers of Leading* (2002)

Ronald Heifetz, Martin Linsky, and Alexander Grashow, *The Practice of Adaptive Leadership* (2009)

#### Familiarity with content:

UUA Breakthrough Congregations initiative (2005–), <http://www.uua.org/growth/breakthrough>

### Additional Resources

Margaret Wheatley, *Leadership and the New Science: Discovering Order in a Chaotic World* (2006)

Erik Wikstrom, *Serving with Grace: Lay Leadership as Spiritual Practice* (2010)

### Additional Resources (Not Required by MFC) That You Wish to List

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### Narrative Description (400-word max; See Instructions)

How have you integrated theory and practices in this area of competence? Please include your growing edges.

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## Six: Serves the Larger Unitarian Universalist Faith

Collaborates with Unitarian Universalist and interfaith colleagues, including other religious professionals.

Articulates historical influence of Christianity on North American culture, including Unitarian Universalism.

Engages with Unitarian Universalism at the local, regional, national, and global levels.

Articulates knowledge of current initiatives and issues within the faith movement.

Demonstrates knowledge of UU history and polity.

Contributes to on-going scholarship and support of professional ministry.

### Coursework

Required courses: UU History; UU Polity; History of Christianity

Recommended experience: Volunteer service at the UUA regional or national level

Optional courses: Advanced UU History Research/Scholarship; Global Studies;

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Optional Comments

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### Workshops and Trainings

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Optional Comments

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### Required Readings

**Read all:**

UUA Bylaws and Rules, <http://www.uua.org/uuagovernance/bylaws>

MFC Rules and Policies, <http://www.uua.org/careers/ministers/support/fellowship/rules-policies>

UUMA Guidelines and Code of Professional Practice, <http://www.uuma.org/?page=guidelines>

Dan McKanan et al., eds., *A Documentary History of Unitarian Universalism, vol. 1: From the Beginning to 1899* (2017)

Dan McKanan et al., eds., *A Documentary History of Unitarian Universalism, vol. 2: From 1900 to the Present* (2017)

UUA Commission on Appraisal, *Class Action: The Struggle with Class in Unitarian Universalism* (2017)

Mitra Rahnema, ed., Centering: Navigating Race, Authenticity, and Power in Ministry (2017)

**Choose at least one:**

John Buehrens, *Universalists and Unitarians in America: A People’s History* (2011)

Mark Harris and Andrea Greenwood, *An Introduction to the Unitarian and Universalist Traditions* (2011)

David Bumbaugh, *Unitarian Universalism: A Narrative History* (2000)

David Robinson, *The Unitarians and the Universalists* (1985)

#### Familiarity with content:

Three Berry Street Essays, in addition to those listed in Statement Four <https://www.uuma.org/page/berrystreetessays>

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UUA Commission on Appraisal Reports

Mark Harris, Elite: *Uncovering Classism in Unitarian Universalist History* (2010)

Peter Morales, ed., *Unitarian Universalist Pocket Guide*, 5th ed. (2012)

Leslie Takahashi, Chip Roush, Leon Spencer, *The Arc of the Universe is Long: Unitarian Universalists, Anti-Racism, and the Journey from Calgary* (2009)

#### Choose at least three:

Wayne Arnason and Rebecca Scott, *We Would Be One: A History of Unitarian Universalist Youth Movements* (2005)

J. D. Bowers, *Joseph Priestley and English Unitarianism in America* (2007)

Ann Lee Bressler, *The Universalist Movement in America, 1770–1880* (2001)

Victor Carpenter, *Long Challenge: The Empowerment Controversy (1967–1977)* (2003)

Dorothy Emerson, ed., *Standing Before Us: Unitarian Universalist Women and Social Reform, 1776–193*6 (2000)

Alicia McNary Forsey, ed., *In Their Own Words (2001)*, <http://www.sksm.edu/wp-content/uploads/2014/03/itow.pdf>

Gail Forsyth-Vail and Polly Peterson, *Missionaries, Builders, and Pathfinders: Unitarian Universalist Stories from the Midwest, West, and South, 1830–1930* (2014)

Gordon Gibson, *Southern Witness: Unitarians and Universalists in the Civil Rights Era* (2015)

Philip Gura, *American Transcendentalism: A History* (2007)

Philip Hewett, *Racovia: An Early Liberal Religious Community* (2004)

Charles A. Howe, *For Faith and Freedom: A Short History of Unitarianism in Europe* (1997)

Megan Marshall, *The Peabody Sisters: Three Women Who Ignited American Romanticism* (2005)

Megan Marshall, *Margaret Fuller: A New American Life* (2013)

John Matteson, *Eden’s Outcasts: The Story of Louisa May Alcott and Her Father* (2007)

John Matteson, *The Lives of Margaret Fuller* (2012)

Dan McKanan, *Identifying the Image of God: Radical Christians and Nonviolent Power in the Antebellum United States* (2002)

\*\*Mark Morrison-Reed, *Black Pioneers in a White Denomination* (1994)

Mark Morrison-Reed*, Darkening the Doorways: Black Trailblazers and Missed Opportunities in Unitarian Universalism* (2011)

Susan Ritchie, *Children of the Same God: The Historical Relationship between Unitarianism, Judaism, and Islam* (2014)

Warren R. Ross, *The Premise and the Promise: The Story of the Unitarian Universalist Association* (2001)

Leigh Eric Schmidt, *Restless Souls: The Making of American Spirituality*, 2nd ed. (2013)

William F. Schultz, Making the Manifesto: The Birth of Religious Humanism (2002)

Cynthia Grant Tucker, *The Prophetic Sisterhood: Liberal Women Ministers of the Frontier* (1990)

Cynthia Grant Tucker, *No Silent Witness: The Eliot Parsonage Women and their Unitarian World* (2011)

Holley Ulbrich, The Fellowship Movement: A Growth Strategy and Its Legacy (2008)

George Huntston Williams, *American Universalism* (1971)

Conrad Wright, *The Beginnings of Unitarianism in America* (1955)

Conrad Wright, *The Liberal Christians* (1970)

Conrad Wright, “Congregational Polity: A Historical Survey of Unitarian and Universalist Practice” (1997), <http://www.uua.org/sites/live-new.uua.org/files/documents/wrightconrad/congregationalpolity.pdf>

### Additional Resources

Mark Harris, Historical Dictionary of Unitarian Universalism (2003)

Dictionary of Unitarian and Universalist Biography, <http://uudb.org>

Earl Morse Wilbur, *A History of Unitarianism* I & II, *Our Unitarian Heritage* III <https://www.sksm.edu/meet-us/research/our-work/recent-books-from-the-sksm-community/wilbur-rare-book-collection>

Russell E. Miller, *The Larger Hope: The First Century of the Universalist Church in America 1770–1870* (1979)

Russell E. Miller, *The Larger Hope: The Second Century of the Universalist Church in America, 1870–1970* (1985)

### Additional Resources (Not Required by MFC) That You Wish to List

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### UU and Other Professional Memberships, Meetings, Professional Relationships

Include local, regional, and/or continental examples

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### Additional Activities

Relevant resources that you frequent; relationships outside of UU ministry; spiritual direction

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### Narrative Description (400 Words; See Instructions)

How have you integrated theory and practices in this area of competence? Please include your growing edges**.**

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## Seven: Leads the Faith into the Future

Experiments with emerging media technology.

Articulates a vision for the future, assessing opportunities and challenges for Unitarian Universalism in a changing society.

Explores new generational and multicultural expressions of Unitarian Universalism.

### Coursework

Required courses: World Religions

Required course content: Youth/Young Adult Ministry; Multicultural Studies; Multi-Religious Approaches to Ministry

Optional courses: Entrepreneurial Ministry; Generational Studies; Media and Social Networking; Radical Hospitality; Global Studies

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Optional Comments

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### Workshops and Trainings

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Optional Comments

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### Required Experiential Learning

Participate in two or more social justice efforts/actions not primarily organized by Unitarian Universalists.

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### Suggested Reading

Dorothy May Emerson and Anita Farber-Robertson, *Called to Community: New Directions in Unitarian Universalist Ministry* (2013)

Anthony Pinn and Stacey Floyd-Thomas, eds., *Liberation Theologies in the United States: An Introduction* (2010)

The Pluralism Project, “On Common Ground,” <http://www.pluralism.org/ocg>

Peter Morales, “Congregations and Beyond” (2012) <https://www.uua.org/sites/live-new.uua.org/files/documents/moralespeter/120115_congs_beyond.pdf> and <https://www.uua.org/purpose/vision>

#### Familiarity with Content:

Note: This section is meant to contain resources that support social justice efforts as we lead our faith into the future. The MFC will update this list of resources periodically.

Michelle Alexander, *The New Jim Crow: Mass Incarceration in the Age of Colorblindness* (2012)

Black Lives Matter, <https://blacklivesmatter.com/>

Miguel de la Torre, *Trails of Hope and Terror: Testimonies on Immigration* (2009)

Nancy Ehrenreich, *The Reproductive Rights Reader: Law, Medicine, and the Construction of Motherhood* (2008)

Marvin Ellison and Judith Plaskow, *Heterosexism in Contemporary World Religion* (2007)

Dan McKanan, *Prophetic Encounters: Religion and the American Radical Tradition* (2011 or subsequent editions)

Jacqueline Vaughn, *Disabled Rights: American Disability Policy and the Fight for Equality* (2003)

Fredric Muir, ed., *Turning Point: Essays on a New Unitarian Universalism* (2016)

Pew Research Center, *America’s Changing Religious Landscape,*  <http://www.pewforum.org/2015/05/12/americas-changing-religious-landscape/>

Black Lives of Unitarian Universalism (BLUU), <https://www.blacklivesuu.com>

DRUUMM: Diverse & Revolutionary UU Multicultural Ministries, <http://druumm.org/>

TRUUST: Transgender Religious professional Unitarian Universalists Together, <https://transuu.org/>

Allies for Racial Equity (ARE), <https://alliesforracialequity.wildapricot.org/>

UUA Commission on Institutional Change (COIG), <https://www.uua.org/uuagovernance/committees/commission-institutional-change>

### Additional Resources

UU World Blog Roundup, <https://www.uuworld.org/hashtag/blogroundup>

Karen Armstrong, *A History of God: The 4000-Year Quest of Judaism, Christianity, and Islam* (1994)

Gretchen Thomas, *Walking in Others’ Shoes: Stories from the Partner Church Movement* (2010)

Brad Christerson, Korie L. Edwards, and Michael O. Emerson, *Against All Odds: The Struggle for Racial Integration in Religious Organizations* (2005)

Curtiss Paul DeYoung, Michael O. Emerson, George Yancey, and Karen Chai Kim, *United by Faith: The Multiracial Congregation as an Answer to the Problem of Race* (2003)

James Ishmael Ford, *In This Very Moment: A Simple Guide to Zen Buddhism* (2002)

Winona LaDuke, *Recovering the Sacred: The Power of Naming and Claiming* (2005)

Zachary Markwish, *One God, Many Prophets: The Universal Wisdom of Islam* (2013)

Starhawk, *The Earth Path: Grounding Your Spirit in the Rhythms of Nature* (2005)

Transforming Hearts Collective, *Transgender Inclusion in Congregations,* <https://transforming-hearts-collective.teachable.com/p/transgender-inclusion-in-congregations>

### Additional Resources (Not Required by MFC) That You Wish to List

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### Narrative Description (400-word max; See Instructions)

How have you integrated theory and practices in this area of competence? Please include your growing edges.

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**I certify that I have read the materials selected in the Statements of Competence contained herein.**

Name (typed)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Development of these areas of competence is described in: UUA/UUMA, “Fulfilling the Call: A Model for Unitarian Universalist Ministry in the 21st Century” (2013) [↑](#footnote-ref-1)