

Table of Contents

Rules of the Ministerial Fellowship Committee

- 1. The Rules**
- 2. Committee's Jurisdiction**
- 3. Executive Secretary**
- 4. Executive Committee**
- 5. Meetings**
- 6. Definition of a Minister**
 - A. Community Ministers
 - B. Ministers of Religious Education
 - C. Parish Ministers
- 7. Definition of Professional Ministry**
- 8. Application for Candidacy for Ministerial Fellowship**
 - A. Background Checks
- 9. Interview Procedure**
 - A. Decision Categories
 - B. Return Interviews
- 10. Granting of Fellowship**
- 11. General Qualifications**
- 12. Internships**
- 13. Preliminary Fellowship**
 - A. Renewal of Fellowship
 - B. Renewal Requirements
 - C. Renewal Period
 - D. Community Minister Renewals
 - E. Continuity of Ministry of Preliminary Fellowship
- 14. Inactive Fellowship Status**
- 15. Entry into Professional Ministry**
 - A. Settlement
 - B. Preliminary Fellowship Qualifications
- 16. Termination of Preliminary Fellowship**
 - A. Grounds for Removal from Preliminary Fellowship
 - B. Procedures for Removing Ministers from Preliminary Fellowship
- 17. Granting of Full Fellowship**
- 18. Settlement Restrictions for Ministers Serving Congregations**
 - A. Three-Year Rule
 - B. Professional Engagement Rule
 - C. Inside Candidate Rule
- 19. Candidates Seeking Transfer or Plural Affiliation**
 - A. Ministers in Plural Affiliation and Disciplinary Issues
- 20. Complaint Procedures**
- 21. Procedures for Review of Full Fellowship**

- A. Invitation to Appear before Committee
- B. Investigation for Fellowship Review
- C. Notice of Investigation Findings
- D. Expenses of Parties to Appear before Committee
- E. Response Period
- F. Procedures in Cases of Criminal Charges
- G. Procedures for Administrative Suspension

22. Probation

23. Administrative Hold

24. Criteria for Termination of Full Fellowship

25. Appeals

26. Re-Admission

27. Conviction Disclosure and False Representation

28. Cooperating with the Committee

Policies of the Ministerial Fellowship Committee

1. Notification of Rules and Policies

2. Policy on Inclusion

3. Preparatory Stages for Ministerial Fellowship

- A. Applicant Status
- B. Aspirant Status
- C. Candidate Status
- D. Further Requirements prior to the MFC Interview

4. Internships

- A. Guidelines for Off-site Supervised Internship Sites
- B. Waivers for Internships

5. Request for CPE Equivalency

6. Candidate File Review

7. Scheduling of Interviews

- A. Requirements for Scheduling Interviews
- B. Return Interviews
- C. Interview Date Assignment
- D. Interview Confirmation
- E. Interview Cancellation by Candidate
- F. Interview Waiting List

8. Travel Expenses for Candidates

9. Requirements

10. Length of Candidate Status and Removal of Candidate Files

11. Mentorships

12. Renewals of Preliminary Fellowship

- A. Ministers in Preliminary Fellowship Serving Non-UU Congregations
- B. Alternate Renewal Option for Ministers Transferring from Another Denomination

13. Progress towards Full Fellowship and Ministry Eligible for Renewal

- A. Criteria for Ministry Eligible for Renewal
- B. Preliminary Fellowship Registration

- C. Ministers who Become Board Certified Chaplains
- D. Military Chaplains Who Have Completed Deployment

14. Waivers for Preliminary Fellowship and Settlement Restrictions

- A. Consideration of Historically Marginalized Identities
- B. Waivers of Renewal Period Limits

15. Inactive Status and Active Status Requests

16. Minister's Files

17. Procedures for Complaints against Ministers

- A. Initiating a Complaint
- B. Governing Rules and Policies
- C. Confidentiality and Communication
- D. Resolution of Complaints
- E. Complaint Investigations
- F. Recommendation for Fellowship Review
- G. Fellowship Review
- H. Right of Appeal by the Complainant

18. Procedures for Complaints against Candidates

- A. Complaints and Notification
- B. Investigations
- C. Resolutions
- D. Removal of Candidacy Status
- E. Notification of the Decision of the Full Committee

19. Procedures for Complaints against Aspirants

20. Notification of Termination of Fellowship

21. Procedures for Readmission to Fellowship

Section 7.6. Ministerial Fellowship Committee.

Bylaws of the Unitarian Universalist Association

7.6. Ministerial Fellowship Committee.

C-11.1. Ministerial Fellowship.

11.2. Ministerial Fellowship Committee.

11.3. Admission to Fellowship.

11.4. Fellowship Records.

11.5. Termination of Fellowship and Administrative Suspension.

11.6. Reinstatement to Fellowship.

11.7. Appeal.

11.8. Procedure on Appeal.

Rules of the Ministerial Fellowship Committee

1. The Rules

These Rules are promulgated by authority of ARTICLE VII, Section 7.6 and ARTICLE XI of the Bylaws of the Unitarian Universalist Association. A copy of ARTICLE VII, Section 7.6 and ARTICLE XI, is printed in this booklet. In these Rules, the word "society" refers to a church or fellowship. All rules previously promulgated are hereby rescinded and revoked.

2. Committee's Jurisdiction

The Ministerial Fellowship Committee ("MFC" or "Committee") has jurisdiction over Ministerial Fellowship with the Unitarian Universalist Association ("UUA") and promulgates rules, policies and procedures from time to time. These Rules apply to all ministers who are in Ministerial Fellowship with the Association. The MFC also has jurisdiction over the approved list of ministers making any changes to the list as provided in these rules and may determine when and in what manner this list shall be published.

3. Executive Secretary

The Director of the Ministries and Faith Development Staff Group ("MFD") is the Executive Secretary of the Ministerial Fellowship Committee, but is not a voting member of the Committee. The Executive Secretary has charge of the correspondence and the custody of the Committee's records and files, which shall be kept confidential as provided in the Bylaws. Upon request and agreement, information about a minister from the files of the Committee shall be shared with that minister except for information transmitted in confidence or otherwise deemed confidential by the MFC. The Executive Secretary shall keep a complete and accurate list of ministers who have, and who have had, Ministerial Fellowship, and such other books and documents as may be necessary or convenient to maintain complete and adequate records.

4. Executive Committee

The MFC's Executive Committee consists of the MFC Chair, MFC members appointed by the Chair, and, as non-voting members, the MFC Executive Secretary, UUA Professional Development Director, and the UUA Ministerial Credentialing Director.

5. Meetings

The Committee shall meet at such times and places as it shall determine. Special meetings may be called by the Chair or by the Executive Secretary. Five voting members constitute a quorum.

6. Definition of a Minister

For the purposes of these Rules, the term "Minister" applies to those persons whose work is theologically grounded, whose work expresses Unitarian Universalist values and principles, whose self and contextual understanding are as a professional religious leader, and who has been granted fellowship by the MFC.

Types of ministry in which fellowshiped ministers engage include:

A. Community Ministers

Ministers qualified for and applying their skill and experience to the community setting in such capacities as counseling, chaplaincy, social justice, education in religious studies, and other ministries as the Ministerial Fellowship Committee may recognize, shall be categorized and referred to as "Community Ministers".

B. Ministers of Religious Education

Ministers qualified for and applying their skill and experience to educational settings related to religious growth and development in one or more congregation(s) that is or are members of the Unitarian Universalist Association shall be categorized and referred to as "Ministers of Religious Education."

C. Parish Ministers

Ministers qualified for and applying their skill and experience in one or more congregation that is or are members of the Unitarian Universalist Association shall be categorized and referred to as "Parish Ministers."

7. Definition of Professional Ministry

To qualify as active service in ministry, a position must:

- A. Require the use of traditional ministerial skills, such as pastoral counseling, worship and preaching, religious education, social witness and advocacy, and institutional leadership.

- B. Have as its central purpose service to persons or the transformation of society. In addition, the minister must be a member of, and maintain active involvement in, a UUA member society.

A minister who does not serve in a UU related institution shall be required to demonstrate continued interest in retaining that status by giving evidence of active involvement in denominational district, local society, and collegial activities.

8. Application for Candidacy for Ministerial Fellowship

An application for Ministerial Fellowship shall be submitted to the Committee following the process outlined in the Preparatory Stages listed in MFC Policy 3.

As part of the application, the candidate must agree in writing to be bound by the rules, policies and procedures of the MFC. In examining each candidate's qualifications, the Committee may consider any evidence which it deems relevant to assess the candidate and may reject any application. Upon the recommendation of Ministries and Faith Development Staff Group, persons who are unsuitable for Ministerial Fellowship will by vote of the Executive Committee be ineligible to receive financial aid or to appear before the full Committee.

A. Background Checks

All candidates for ministry are required to undergo a background check before being permitted to interview with the Committee. Candidates are responsible for paying for the background check from an agency approved by the MFC and have the reports sent directly to the Committee. All reports will become property of the UUA. The MFC reserves the right to contact references, supervisors, and other individuals from any source to clarify information supplied in the candidate's packet or to obtain further information about the candidate's suitability for ministry.

9. Interview Procedure

No applicant shall receive Ministerial Fellowship without being interviewed by the Ministerial Fellowship Committee.

Following the interview the candidate will be informed by the Committee of its decision. Candidates affirmed in fellowship with professional development requirements shall be required to satisfy all requirements before being granted full fellowship.

A. Decision Categories

Affirmed in Fellowship: Qualified for Unitarian Universalist ministry.

Continued in Candidacy: Qualified for Unitarian Universalist ministry with contingencies that must be satisfied before entering preliminary fellowship. The Committee may, in some cases, require a return interview.

Discontinued from Candidacy: The Committee has considerable doubt about the individual's suitability for Unitarian Universalist ministry, based at least in part on evaluations and feedback presented in the candidate's packet.

B. Return Interviews

Applications to appear before the Committee from candidates who have been discontinued from candidacy shall be reviewed and approved by the Executive Committee at its discretion.

10. Granting of Fellowship

Ministerial Fellowship is a privilege and not a right. Committee decisions regarding Preliminary Fellowship shall not be subject to appeal. If Preliminary Fellowship has been terminated, a person may re-apply for Ministerial Fellowship. In appropriate circumstances the MFC may meet with a minister upon request of the minister regarding fellowship status.

11. General Qualifications

All candidates must have satisfactorily completed all educational and skill training programs and demonstrate the qualities, skills and aptitude required for Unitarian Universalist ministry as determined by the MFC. Those qualifications and requirements include, but are not limited to, the following:

- satisfactory completion of an approved clinical pastoral education (CPE) program and an internship (as described in Rule 12, "Internships"), or the equivalent;
- have completed the required reading;
- have undergone an approved career assessment program;
- be able to demonstrate an understanding of and experience with UU congregational life based on at least two years' active involvement or equivalent;
- must demonstrate a strong motivation for our ministry;
- must be sponsored by a member society;
- and must demonstrate a balanced and healthy personality, a capacity for self-understanding, a concern for others, and ministerial leadership skills.

The Committee will further require that the candidate be well informed on the history and development of Unitarianism and Universalism, familiar with the Bylaws of the Unitarian Universalist Association, and fully committed to the purpose, objectives and guidelines of the Unitarian Universalist Ministers' Association. A candidate for the Ministry shall also have a Master of Divinity degree or its equivalent from a theological school approved by the Committee, or have had an equivalent educational experience. Any exceptions to these qualifications must be approved by the MFC.

The MFC retains the right to request and consider any and all information it deems relevant in making its determination regarding whether to accept or reject a candidate.

12. Internships

All Candidates are required to complete satisfactorily a full-time or part time supervised internship. Interns must complete at least 1,000 hours over one to two full congregational years. Supervision will be provided by a minister in Full Fellowship. Equivalent experience, e.g., fieldwork placements or supervised ministries, may be considered on a case by case basis.

Internships play a crucial role in ministerial formation, thus:

- The MFC expects a candidate applying for Preliminary Fellowship to demonstrate abilities in the full range of ministerial competencies, defined jointly by the MFC and the UUMA as Pastoral Work, Prophetic Outreach, Teaching, Practical Arts and Worship. An internship shall therefore be designed to enhance existing and needed skills within these broad competencies.
- Lay leaders must evaluate and affirm the ministerial roles of a candidate during an internship. The internship committee shall therefore include a majority lay committee of five or more persons.
- An internship is not only about development of skills. The internship shall therefore be designed to enhance the intern's ability to reflect on the theological and ethical bases from which these skills arise.
- An internship is an opportunity to grow into the identity and role of a minister. Therefore, the internship shall include evaluations from the intern, supervising minister, and lay committee, which are shared and which shall accompany other application documents to the MFC. Such evaluations shall emphasize reflections on areas of change and growth during the internship. Interns are required to develop a written learning agreement with their supervisors and lay committees before, or at the beginning of, any internship.

13. Preliminary Fellowship

When the Committee determines that the candidate is qualified to pursue Ministerial Fellowship, the Committee shall grant the candidate Preliminary Fellowship status.

A. Renewal of Fellowship

A person in Preliminary Fellowship shall be reviewed approximately every year from the date of hire or call. To be eligible for review, the minister must be engaged in compensated ministerial activities which constitute fifty-percent or more of a typical work schedule for a renewal period of 10 to 12 consecutive months. The Committee will also consider, for review, compensated ministerial activity which constitutes at least twenty-five percent of the typical work schedule (430 hours per year) if the renewal period is at least 24 consecutive months in duration.

This requirement may, at the Committee's discretion, be waived when it determines that the ministerial service is substantial enough to warrant eligibility for review.

B. Renewal Requirements

Each renewal review must include the following:

- i. A self-evaluation
- ii. An evaluation completed by one's supervisor or supervising committee (i.e. Board of Trustees, supervising minister, supervisor, etc. In ministries where one does not have a supervisor, a supervisory committee or relationship must be established for the purpose of evaluation.)

Community ministers serving institutions in which they are regularly and formally evaluated have the option to submit their institution's evaluation forms or a supervisor's letter of evaluation in lieu of the MFC's Board of Trustees/Supervisor's evaluation form. The self-evaluation and an evaluation from the Ministerial Formation Team is also required. The MFC requires UU representation through either the supervisor or someone on the Ministerial Formation Team.

- iii. An evaluation from one's Committee on Ministry. For community-based ministers, an appointed Ministerial Formation Team may be appointed to serve this function. The Ministerial Formation Team should include members of a congregation and appropriate representation from the institution or agency being served by the minister. If the minister is not employed by an institution or agency, then composition of the Committee on Ministry must be approved by the Professional Development Director of the UUA.

- iv. A professional development plan
- v. A form completed by the minister's mentor confirming that the minister is in a mentoring relationship.
- vi. A copy of the agreement or covenant with one's affiliating congregation.
(Community ministers only.)

Following any review, Preliminary Fellowship may be renewed, continued in present status, terminated or a determination made to move the candidate to Full Fellowship.

C. Renewal Period

A person has up to three years to establish a ministry that is eligible for renewal of fellowship and submit an application for renewal of fellowship. Once a person begins working in ministry that is eligible for renewal of fellowship, one must submit an application for renewal of fellowship annually. If a person stops working in ministry, the minister may remain in that renewal period for up to three years before either entering Inactive Status or applying for a waiver from the Committee. If a waiver is granted to extend the renewal period, the extension will be for one year.

D. Community Minister Renewals

All ministers serving community settings must during Preliminary Fellowship receive affiliation with a UUA or CUC member congregation. Affiliation involves a formal connection to a congregation and recognition of the community minister as performing a ministry. Affiliation should include a vote of the Board and having a covenanted relationship with the congregation's minister(s), if there is one.

E. Continuity of Ministry of Preliminary Fellowship

To receive Full Fellowship, a minister must have been granted at least two renewals from the same congregation or organization. Where, however, the minister has been accepted into the Accredited Interim Ministry training program and is making expected progress toward completion, each year of interim ministry may be counted.

14. Inactive Fellowship Status

Any minister holding Preliminary Fellowship, who in the judgment of the Committee ceases to work as a minister, shall be moved to Inactive Fellowship Status. The decision of the Committee to move a minister to Inactive Fellowship Status shall not be subject to appeal. A minister may apply to the Committee to be removed from Inactive Fellowship Status.

Ministers in Inactive Fellowship Status and their families will not ordinarily be eligible for financial aid administered through Ministry and Professional Leadership until the needs of ministers in Fellowship have been met.

Every year ministers in Inactive Fellowship Status who wish to retain their Preliminary Fellowship credential must pay a fee of \$25 and keep the MFC informed of current contact information. Ministers who fail to respond within 60 days to a letter of inquiry from the Committee or who fail to pay the required fee will be removed from Preliminary Fellowship by a vote of the MFC.

15. Entry into Professional Ministry

A. Settlement

Only a candidate who has received Preliminary Fellowship is entitled to represent themselves as a fellowshipped UU minister and to access the UUA's settlement system.

B. Preliminary Fellowship Qualifications

All ministers in Preliminary Fellowship must meet all requirements and general qualifications of professional ministry, as well as any additional requirements established by the MFC, which shall include, but are not limited to:

- i. Being in a mentored relationship with a UU minister in Full Fellowship who is serving or has served in the same type of ministry;
- ii. Being actively involved in a UU congregation;
- iii. Undergoing annual review;
- iv. Maintaining contact with the UUA Ministries and Faith Development Staff Group; and
- v. Demonstrating continued growth and satisfactory progress toward Full Fellowship.

16. Granting of Full Fellowship

To be granted Full Fellowship, a minister must have been in Preliminary Fellowship for at least three years, received three satisfactory renewals, and be deemed by the Committee to be an appropriate candidate for Full Fellowship.

17. Settlement Restrictions for Ministers Serving Congregations

In order to ensure an equitable settlement process for congregations and ministers in transition, policies, procedures and restrictions have been developed by the Ministries and Faith Development Staff Group and are administered by the Transitions Director. Failure to adhere to the policies, procedures and restrictions governing the settlement process, including, but not limited to, the restrictions described below may constitute grounds for termination of Ministerial Fellowship.

A. Three-Year Rule

A minister is not eligible to serve in a paid, professional role in a congregation for at least three years following previous engagement in a professional capacity in that congregation. This includes but is not limited to interns, field-education students, interims, contract ministers, religious educators, etc. Waivers may be granted by an application to the MFC.

B. Professional Engagement Rule

For any given professional vacancy, a minister who has visited a congregation in any professional capacity after the most recently settled minister has announced their resignation to the congregation shall not be recommended to that congregation by Ministries and Faith Development for twelve months following the visit.

C. Inside Candidate Rule

Any minister who is either employed by or a member of a congregation seeking to fill another ministerial position on staff may not accept a call for that position once the Transitions Director has submitted a list of potential candidates to that congregation.

18. Candidates Seeking Transfer or Plural Affiliation

The Committee shall determine whether or not to grant Preliminary Fellowship to a transfer candidate based on a review of that candidate's completed application and any other information discovered during the review conducted by the Ministries and Faith Development staff on behalf of the MFC.

Transfer candidates, or those seeking plural affiliation, shall be subject to a thorough review of their present and/or past denominational, associational or adjudicatory affiliation to ensure that all appropriate information has been shared with Ministries and Faith Development and the Committee, and that no pertinent information has been withheld. Candidates will be required to sign an authorization form, either before or immediately after their interview with the Committee, permitting Ministries and Faith

Development to conduct such a review. If Ministries and Faith Development later learns of detrimental information previously undisclosed, the Committee will be notified and may recall the candidate or deny Preliminary Fellowship until the matter is resolved.

The MFC may require that transfer or plural affiliation candidates fulfill certain contingencies and/or requests, which may include, but are not limited to, an internship, supervised ministry or CPE as determined by the Committee.

A. Ministers in Plural Affiliation and Disciplinary Issues

A minister in plural affiliation is required to notify the Executive Secretary of the MFC in writing, as soon as practicable but no later than 10 days after notice of the initiation of an investigation or fitness review as a result of any complaint made against them to—or any disciplinary action taken by—any non-UU judicatory.

The minister shall cooperate with the MFC's Executive Secretary or their designee and promptly provide any and all requested information, including authorization to speak with any person relevant to the complaint, investigation, fitness review, or disciplinary action, on a continuing basis.

Failure to comply with the requirements of this rule may result in suspension and/or removal from Fellowship. The MFC will make recommendations for appropriate actions, if necessary, in accordance with the MFC Rules and Policies.

19. Complaint Intake Procedures

Any individual or group of individuals wishing to file a complaint against a minister ~~must~~ is invited to contact the Intake Person for the Office of Ethics and Safety. At the "intake" stage, the Intake Person for the Office of Ethics and Safety receives the complaint, provides information on the process, responds to questions from the complainant(s) and refers the complainant(s) to an advocate who can help the complainant(s) understand the process and put their complaint(s) into writing. Complaints must be in writing and cannot be submitted anonymously.

The Intake Person for the Office of Ethics and Safety has the discretion to refer matters not suitable for adjudication by the Ministerial Fellowship Committee (MFC) to other resources such as the UUA's Congregational Life Staff, Ministries and Faith Development Staff, the Unitarian Universalist Ministers Association (UUMA) or Good Offices, etc.

The Intake Person may refer the complaint(s) for an investigation by a Consultant for Ethics and Safety to determine the facts and circumstances involved in the complaint(s) and the response of the minister. The Consultant's report will be reviewed by the MFC Executive Secretary and the UUA Executive Vice President to determine whether the complaint should be referred to the Executive Committee of the MFC.

20. Procedures for Fellowship Reviews

The MFC Executive Committee may call for a Fellowship Review on its own motion or upon review an investigation regarding a minister's conduct or competence by a Consultant for Ethics and Safety. All ministers in Fellowship are expected to adhere to the Code of Conduct as stated in the Unitarian Universalist Ministers Association Guidelines. Action may be taken by the MFC Executive Committee regarding a minister's Fellowship status for unbecoming or unethical conduct, incompetence or other specified cause after notice and opportunity for a Fellowship Review before the MFC Executive Committee.

A. Invitation to Appear before Committee

The MFC Executive Committee shall give the minister a minimum of 30 days advance notice of the opportunity to appear before them (in most cases via secured teleconference). The minister may be accompanied by a UUMA Good Offices person in Full Fellowship. The minister will be given a copy of the complaint(s), and a summary of the investigative report of the Consultant for Ethics and Safety. If a minister fails to appear at a Fellowship Review, the Review will proceed in the minister's absence.

The MFC Executive Committee shall also invite the complainant(s) to meet privately with them, accompanied by an advocate designated by the Office of Ethics and Safety (in most cases via secured teleconference). The complainant(s) will be given a copy of the minister's response to the complaint(s) and a summary of the investigative report of the Consultant for Ethics and Safety.

The MFC Executive Committee may determine that exoneration is warranted, propose a mutually agreed upon course of redress such as a Probation or other restorative process, or may recommend removal from Fellowship. Removal of Fellowship must be ratified by the full Committee.

B. Expenses of Parties to Appear before Committee

In the rare instance that the MFC Executive Committee wishes to hold a Fellowship Review in person, all expenses involved in the travel and appearance of the minister and the minister's Good Officer and the complainant(s), or individual representatives of classes of complainants, and their advocate will be borne by the Committee. In-person Reviews before the MFC Executive Committee will only be conducted if:

- i. the MFC Executive Committee deems such a meeting essential to fully

- understand the nature of the complaint and ensure its appropriate resolution, and
- ii. the Moderator(s) of the UUA Board of Trustees approves the payment of expenses involved in the travel and appearance of such person(s).

C. Procedures in Cases of Criminal Charges

In the event that criminal charges are pending against the minister, the MFC Executive Committee may suspend all or part of the intake process or investigation until the conclusion of the criminal adjudication. A court transcript/record may be used in lieu of or in addition to an investigative report. Ministers should cooperate with the MFC in providing access to any transcript or record. A termination of Fellowship may be based in whole or in part on the court transcript/record without any further evidence.

D. Procedures for Suspension of Fellowship

Upon recommendation of the Executive Secretary, the MFC Executive Committee may suspend a minister's fellowship until, and while, a minister's status is being reviewed by the MFC. A minister will be expected to abide by any such suspension and any other conditions or requirements imposed by the MFC during any investigation or deliberation by the Committee.

21. Probation

The Executive Committee of the MFC may require or impose conditions, requirements or contingencies on a minister in Fellowship during a period of probation.

In addition to any specific requirements imposed on the minister, all ministers on probation shall be required to be evaluated annually and have evaluations submitted to the Executive Committee of the MFC. The Executive Committee will require a reflective statement and self-evaluation and evaluations from the minister's Committee on Ministry and governing board or supervisor addressing the specific concerns of the Executive Committee. The minister will also be required to have a formal mentoring relationship and a developmental plan. All requirements must be documented annually and submitted to the Executive Committee for annual review. The length of the probationary period shall not exceed three years without a waiver being granted by the Executive Committee. If the minister is not engaged in an active ministry during the probation period, then the minister will be moved to Inactive Fellowship Status until such time that the minister reenters active ministry at which point the probation will be reinstated.

Failure to satisfactorily complete a Probation or to address concerns previously

raised by the Executive Committee may result in termination of Fellowship.

22. Administrative Hold from Settlement

When a minister experiences conflict or a difficult parting with a congregation or other institution, UUA Ministries and Faith Development Staff Group or Congregational Life staff (collectively, "MFD or CL staff") may refer that minister to participate in a process of assessment by the UUA Review Team. MFD or CL staff may also refer ministers who show a pattern of conflicted ministries and/or inability to maintain positive congregational, collegial, staff and/or community relations for a process of assessment by the UUA Review Team. MFD or CL staff have the right to place the minister on hold from settlement until the assessment process has been concluded, or for a period of not more than three years.

During or at the conclusion of that period of time, if there is no resolution, the minister will be referred to the MFC Executive Committee for consideration of a Fellowship review. In some cases, an alternate Review Team may be designated. The list of ministers on Administrative Hold will be reviewed annually by the MFC Executive Committee. If at any time the minister wishes to contest being placed on hold for settlement and/or recommendation for ministerial positions, the minister has the right to request a Fellowship Review before the Ministerial Fellowship Committee.

23. Termination of Fellowship for Administrative Reasons

The status of Fellowship of a minister in the Unitarian Universalist Association may be terminated when the Committee is unable to maintain contact with a minister for two consecutive years. The Committee shall make a record in summary form of its efforts to maintain such contact. Reinstatement may be made by the Committee upon petition of the minister.

24. Appeals to the Board of Review

In all cases involving termination of Fellowship, except those arising under Rule 23, the minister may appeal the decision and the following procedures shall be followed:

Appeals to the Board of Review must be made within twenty-one (21) calendar days of notice of the MFC's decision terminating a minister's Fellowship. A minister who appeals to the Board of Review agrees to abide by the Bylaws of the Association and the Board of Review's requests and procedures. The minister also agrees that the final disposition of the appeal by the Board shall be binding upon the minister and that the

minister shall have no further recourse to any proceeding or review within the Unitarian Universalist Association.

If such an appeal is not filed in accordance with rules of the Board of Review, the minister whose Fellowship status has been terminated agrees that the decision of the Ministerial Fellowship Committee shall be final and binding.

When an appeal is filed with the Board of Review in accordance with these Rules, the minister's status shall be that of "suspension from Ministerial Fellowship" until their case is finally disposed of, and during the suspension, the minister's name shall not appear on lists of those in Ministerial Fellowship, and the minister shall not be recommended for settlement by Ministries and Faith Development.

If the Board of Review affirms, modifies, or reverses a decision of the Ministerial Fellowship Committee upon appeal, the Ministerial Fellowship Committee shall take such action and make such entries on its records as required by such decision or order entered in the appeal proceedings.

25. Re-Admission

The MFC Executive Committee shall have authority to re-admit a minister to Ministerial Fellowship. An application in a form determined by the MFC Executive Committee shall be filed. The application shall include, but not be limited to, a brief statement of the reasons for termination of Fellowship status, and the reasons for the consideration of re-admission which the applicant believes should be considered. Readmission may be contingent on satisfying certain requirements or conditions. Compliance with any requirements or conditions set by the MFC Executive Committee shall constitute some evidence of satisfactory progress but is not necessarily a sufficient basis for re-admission and shall not limit in any way the right of the MFC Executive Committee to make the readmission decision notwithstanding such compliance. The decision on an application for re-admission shall not be subject to appeal.

26. Conviction Disclosure and False Representation

Ministers in Fellowship and applicants applying for Fellowship shall inform the Ministerial Fellowship Committee of any of the following incidents immediately:

1. Any criminal arrest and/or conviction that occurs 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.

2. Any complaint of abuse and/or neglect of a child or any other person brought against the minister. Any complaint of domestic violence, harassment or request for a restraining order brought against the minister.

Failure to disclose any convictions or complaints immediately to the MFC may result in removal of Fellowship or rejection of any application.

If at any time the Committee determines that Fellowship was granted based on misleading, or false representation(s), fraud or omission of any information, the MFC has the right to remove a minister from Fellowship.

27. Cooperating with the Committee

It is expected that all candidates for Fellowship and all ministers in Fellowship will cooperate with the Committee at all times. This includes, but is not limited to, responses to requests for information, provision of requested documentation, attendance at meetings with the Committee, and compliance with any remediation and/or probation requirements. Non-compliance may be grounds for termination of Fellowship.

28. Prohibition Against Retaliation

No person should directly or indirectly retaliate against another person. Retaliation includes, but is not limited to, any statement or conduct that threatens or intimidates anyone for making a complaint or participating in an investigation, or otherwise interferes with the individual's participation in the investigative process.

30. Public Information

Notices of Fellowship termination or resignation pending a Fellowship Review will be considered matters of public record.