

RULES OF THE MUSIC LEADERSHIP CREDENTIALING COMMITTEE (MLCC) - Proposed

1. THE RULES

These Rules are promulgated, and all rules previously promulgated will be hereby rescinded and revoked, by authority of ARTICLE VII, Section 7.15 and ARTICLE XIII of the Bylaws of the Unitarian Universalist Association as approved as modifications by the Unitarian Universalist Board of Trustees on XXXXX . A copy of said ARTICLE VII, Section 7.15 and ARTICLE XIII, is printed in this booklet. In these Rules, the word "society" refers to a church or fellowship.

2. MLCC'S JURISDICTION

The Music Leadership Credentialing Committee (MLCC) shall have jurisdiction over Music Leadership Credentialing with the Unitarian Universalist Association and over the approved list of music leaders with Credentialed Music Leader status published in the Unitarian Universalist Directory and elsewhere with authority to make any changes as hereinafter provided. These Rules shall apply to all music leaders who have achieved Credentialed Music Leader status, or who are applicants to or candidates in the Music Leadership Credentialing Program.

3. EXECUTIVE SECRETARY

The Director of Ministry and Professional Leadership staff group shall be the Executive Secretary of the MLCC, but shall not be a voting member of the MLCC. S/he shall have charge of the correspondence and the custody of the MLCC's records and files, which shall be kept confidential as provided in said Bylaws. Upon request and by prior arrangement, information about a music leader with Credentialed Music Leader status from the files of the MLCC shall be shared with that music leader except for any psychological evaluations and information transmitted in confidence. The Executive Secretary shall keep a complete and accurate list of music leaders who have achieved Credentialed Music Leader status, and such other books and documents as may be necessary or convenient to maintain complete and adequate records.

4. EXECUTIVE COMMITTEE

There shall be an Executive Committee consisting of the MLCC Chair, MLCC members appointed by the Chair, and, as non-voting members, the MLCC Executive Secretary, and the Music Leadership Credentialing Director. The Executive Committee shall consult before each full MLCC meeting to review the MLCC agenda, and make recommendations to the MLCC concerning business items.

5. MEETINGS

The MLCC 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 shall constitute a quorum.

6. DEFINITION OF MUSIC LEADER

For the purposes of the Rules, the term “music leader” applies to those persons whose work is to promote music in a Unitarian Universalist society that expresses Unitarian Universalist values and principles, and whose self and contextual understanding are as a professional religious leader.

The *Credentialed Music Leader* status may be given to those in a career of at least three years in music leadership in a professional position in a society which is a member of the Unitarian Universalist Association, and who have a demonstrable working knowledge of music leadership, and have completed the Music Leadership Credentialing program.

7. APPLICATION PROCEDURE

Application for Credentialed Music Leader status shall be submitted to the MLCC in writing in such form as the MLCC shall determine. Before an application is filed, the applicant shall be furnished a copy of the Rules of the MLCC, and as part of his/her application, s/he shall agree in writing to be bound by said Rules and amendments thereof. Upon the recommendation of the Office of Music Leadership Credentialing, persons deemed to be unsuitable for Credentialed Music Leader status will be, by vote of the MLCC, ineligible to participate in the Music Leadership Credentialing Program.

BACKGROUND CHECKS

All candidates for Credentialed Music Leader status are required to undergo a background check before being permitted to undergo final evaluation with the MLCC. Candidates are responsible for paying for the background check from an agency approved by the MLCC and having the reports sent directly to the MLCC. All reports will become property of the UUA. The MLCC reserves the right to contact references, supervisors, and other individuals to clarify information supplied in the candidate’s packet, and to share the findings of the background check with the candidate’s current congregation or organization.

FINAL EVALUATION

No candidate shall achieve Credentialed Music Leader status unless s/he has undergone a final evaluation at least once by the MLCC. Following the final evaluation the candidate will be informed by the MLCC of its decision on whether to grant Credentialed Music Leader status. At the MLCC’s discretion, it may require that a candidate satisfy contingencies, with or without a repeat final evaluation by the MLCC, before Credentialed Music Leader status is granted. Candidates shall be required to satisfy all contingencies within three years of the MLCC's decision. Failure to do so will result in nullifying the original decision.

REPEAT FINAL EVALUATIONS

Applications to undergo a final evaluation with the MLCC from candidates who have previously failed to achieve Credentialed Music Leader status from the MLCC shall be reviewed by the MLCC. In cases where the MLCC does not favor the candidate's re-evaluation, that potential re-evaluation shall not be scheduled until and unless the MLCC agrees to it, which it is not obliged to do.

8. GENERAL QUALIFICATIONS

All candidates seeking Credentialed Music Leader status must have completed the program application process and program requirements as determined by the MLCC. In addition an applicant is expected to have a strong motivation and good potential for our professional music leadership; and must have a balanced and healthy personality, a capacity for self-understanding, a concern for others, intellectual ability, and music leadership skills. The MLCC 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 and objectives of the Association and to Unitarian Universalist music leadership. In examining every candidate's qualifications, the MLCC may consider any evidence which it deems relevant to assessing them and may reject any application for final evaluation by the MLCC.

ADVISORSHIPS

Every candidate seeking Credentialed Music Leader status is required to have completed at least one advisor relationship with an advisor assigned by the Unitarian Universalist Musicians Network. The advisor will help the candidate navigate the requirements of the Music Leadership Credentialing program, and recommend the candidate for Credentialed Music Leader status upon completion of the program.

SPONSORSHIPS

Every candidate seeking Credentialed Music Leader status is required to have maintained at least one sponsor relationship with a sponsor selected by the candidate and sponsoring society and approved by the MLCC. The sponsor will know and be a witness to the candidate's work within the society s/he serves and work directly with the candidate in his/her role as music leader in the society.

TERMINATION OF PARTICIPATION IN THE MUSIC LEADERSHIP CREDENTIALING PROGRAM

The Executive Secretary may, whenever s/he believes it necessary, present to the MLCC the situation of any candidate where indication exists that his/her continued participation in seeking Credentialed Music Leader status is not justified. The MLCC shall itself study each situation thoroughly or appoint a subcommittee, which may include some persons who are not members of the MLCC, to make such a study and report to the MLCC. The MLCC shall determine what action shall be taken by the Office of Music Leadership Credentialing.

Participation in the Music Leadership Credentialing program is a privilege and not a right, and the MLCC's refusal to grant permission to participate in the Music Leadership Credentialing program, or decision to remove a candidate from the Music Leadership Credentialing program before Credentialed Music Leader status is granted shall not be subject to appeal.

10. LIST OF MUSIC LEADERS AND USE OF LIST

The MLCC shall maintain lists of music leaders who have achieved Credentialed Music Leader status. The MLCC shall determine all matters of form and content pertaining to the lists of music leaders who have achieved Credentialed Music Leader status and determine when and in what manner said lists or any portion of them shall be published.

11. INACTIVE STATUS

Music leaders who have achieved Credentialed Music Leader status but who have had no recent experience as a professional music leader may be recommended by the Music Leadership Credentialing Director to be placed in Inactive status by the MLCC.

12. RETURN TO ACTIVE STATUS

Music leaders in Inactive status who wish to return to Active status must make application to the Office of Music Leadership Credentialing for consultation in developing a program designed to give the applicant experience in necessary skills in professional music leadership. The MLCC must be satisfied that such a program has been entered into by said music leader before s/he will be allowed to return to Active status.

13. COMPLAINT PROCEDURES

Complaints or issues regarding a Credentialed Music Leader's conduct or performance may be raised by the MLCC at any time through the initiation of Credentialed Music Leader Status Review.

Any individual wishing to file a complaint against a Credentialed Music Leader must contact the Director for Congregational Services. Complaints must be in writing and contain first hand knowledge or experience. At the "intake" stage, the Director for Congregational Services hears the complaint, provides information on the process, responds to questions from the complainant and conducts an assessment of the complaint to determine whether the complaint should be referred on to the MLCC.

The Director for Congregational Services has the discretion to refer matters not suitable for adjudication by the MLCC to other resources such as District Staff, Ministry and Professional Leadership staff, Unitarian Universalist Musicians Network (UUMN) or Good Offices, etc.

When the MLCC receives a complaint about a Credentialed Music Leader's conduct or receives concerns regarding a Credentialed Music Leader's competency the MLCC shall take appropriate corrective action which may include a process of redress which can range from no action, specific professional development assignments, a period of probation or, in cases involving serious misconduct or incompetence, termination of Credentialed Music Leader status.

If the concerns of the MLCC cannot or have not been addressed through specified assignments and/or a probationary period, then the MLCC will recommend that the music leader's Credentialed Music Leader status be removed.

14. PROCEDURES FOR CREDENTIALIALED MUSIC LEADER STATUS REVIEW

The MLCC may call for Credentialed Music Leader Status Review on its own motion or upon the receipt of a complaint regarding a Credentialed Music Leader's conduct or competence. Action may be taken by the MLCC regarding a Credentialed Music Leader's credentialing status for unbecoming conduct, incompetence or other specified cause after notice and opportunity for Credentialed Music Leader Status Review before the MLCC.

A. The MLCC shall give the Credentialed Music Leader notice and an opportunity to be heard before the MLCC. The Credentialed Music Leader may submit any relevant material to the MLCC and will be given copies of any documents upon which the MLCC may rely. The Credentialed Music Leader will be invited to meet with the Executive Committee of the MLCC and is expected to be accompanied by a UUMN Good Offices person. The Executive Committee may determine that no further action is warranted, may propose to the full MLCC a mutually agreed upon course of redress, or may determine that further investigation and a full MLCC Credentialed Music Leader Status Review is warranted.

B. If a full MLCC Credentialed Music Leader Status Review is called for the Executive Committee will assign an investigative team from within the MLCC's membership, or individuals charged by the MLCC, to be in contact with complainants and other individuals the team deems relevant. Information gathered by the investigative team will be shared with the MLCC and with the Credentialed Music Leader.

C. A written notice shall be sent to the Credentialed Music Leader outlining the reasons for the Credentialed Music Leader Status Review, all information gathered from the investigation that will be considered at the Credentialed Music Leader Status Review, the date and location of the Credentialed Music Leader Status Review, and the procedures which will be followed. Such notification shall be postmarked not less than one month prior to the scheduled date of the Credentialed Music Leader Status Review.

D. All expenses involved in the travel and appearance of the Credentialed Music Leader and the Credentialed Music Leader's Good Offices person will be borne by the MLCC.

E. A written response to the contents of the investigation including the name of the Credentialed Music Leader's Good Offices person and any additional material the Credentialed Music Leader intends to submit for consideration is required within 14 days of receipt of the notice referred to in 14C. If a Credentialed Music Leader fails to appear at Credentialed Music Leader Status Review, the Credentialed Music Leader Status Review will proceed in the Credentialed Music Leader's absence.

F. In the event that criminal charges are pending against the Credentialed Music Leader, the Executive Committee may suspend all or part of the investigation until the conclusion of the criminal adjudication. A court transcript/record may be used in lieu of or in addition to an investigative committee report. Credentialed Music Leaders should cooperate with the MLCC in providing access to any transcript or record. A termination

of Credentialed Music Leader status may be based in whole or in part on the court transcript/record without any further evidence.

G. Upon recommendation of the Executive Secretary, the Executive Committee may administratively suspend a music leader's Credentialed Music Leader status until, and while, a Credentialed Music Leader's status is being reviewed by the MLCC. A Credentialed Music Leader will be expected to abide by any such suspension and any other conditions or requirements imposed by the MLCC during any investigation or deliberation by the MLCC.

15. PROBATION

The MLCC may require or impose conditions, requirements or contingencies on a Credentialed Music Leader during a period of probation.

In addition to any specific requirements imposed on the Credentialed Music Leader, all Credentialed Music Leaders on probation shall be required to be evaluated annually and have evaluations submitted to the MLCC. The MLCC will require a self-evaluation and evaluations from the Credentialed Music Leader's committee on ministry, music leader's relations committee, or music committee and governing board or supervisor addressing the specific concerns of the MLCC. The Credentialed Music Leader will also be required to have a formal mentoring relationship and a developmental plan. All requirements must be documented annually and submitted to the MLCC for annual review. The length of the probationary period shall not exceed three years without a waiver being granted by the MLCC. If the Credentialed Music Leader is not actively engaged in professional music leadership during the probation period then the Credentialed Music Leader will be moved to Inactive status until such time that the Credentialed Music Leader actively re-engages in professional music leadership at which point the probation will be reinstated.

16. CRITERIA FOR TERMINATION OF CREDENTIALLED MUSIC LEADER STATUS

The Credentialed Music Leader status of a music leader in the Unitarian Universalist Association may be terminated upon occurrence of any of these circumstances:

(A) When the MLCC is unable to locate the address of a Credentialed Music Leader for two consecutive years, the MLCC shall make a record in summary form of its efforts to locate such person. Reinstatement of Credentialed Music Leader status may be made by the MLCC upon location of a current address within a reasonable period of time.

(B) When a Credentialed Music Leader is no longer a professional music leader for five or more successive years for reasons other than retirement, illness or disability, the Credentialed Music Leader status may be terminated, unless this requirement is waived by the MLCC at its discretion. Reinstatement may be made by the MLCC at its discretion.

(C) When a Credentialed Music Leader's performance and/or behavior in a society or in any other professional position is found by the MLCC to be conduct unbecoming a professional music leader, incompetence, or for other specified cause.

(D) When a Credentialed Music Leader has not satisfactorily completed probation or addressed the concerns previously identified by the MLCC during Credentialed Music Leader Status Review

17. APPEALS

In all cases involving termination of Credentialed Music Leader status, except those arising under Rule 16 (A) and (B), the Credentialed Music Leader may appeal the decision and the following procedures shall be followed:

Appeals to the Board of Review must be made within thirty (30) calendar days of notice of the MLCC decision terminating a Credentialed Music Leader's Credentialed Music Leader status. A Credentialed Music Leader who appeals to the Board of Review agrees to abide by the Bylaws of the Association and the Board of Review's requests and rules, policies and procedures. The Credentialed Music Leader also agrees that the final disposition of the appeal by the Board of Review shall be binding upon the Credentialed Music Leader and that the Credentialed Music Leader 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 Credentialed Music Leader whose Credentialed Music Leader status has been terminated agrees that the decision of the MLCC shall be final and binding.

When an appeal is timely filed, the Credentialed Music Leader's Credentialed Music Leader status shall be that of "suspension of Credentialed Music Leader status" until his/her case is finally disposed of, and during such suspension the music leader's name shall not appear on lists of those who have achieved Credentialed Music Leader status. However, financial rights existing at the time of suspension shall not be affected during the period of suspension.

If action by the MLCC is affirmed, modified, or reversed upon appeal, the MLCC shall take such action and make such entries on its records as required by any decision or order entered in the appeal proceedings.

18. RE-ADMISSION

The MLCC shall have authority to re-admit a music leader to Credentialed Music Leader status. An application on such form as the MLCC shall determine shall be filed, said application to include in any event a brief statement of the reasons for termination of Credentialed Music Leader status, and the reasons for 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 MLCC 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 MLCC to make the readmission decision notwithstanding such compliance. The decision on an application for re-admission shall not be subject to appeal.

19. CRIMINAL OFFENSE DISCLOSURE

Music leaders with Credentialed Music Leader status shall inform the MLCC of all criminal arrests and convictions that occur or have occurred except for minor traffic violations and those criminal offenses which by law they need not disclose. Arrests and convictions related to substance use must be reported.

Failure to disclose the arrests and convictions described above for reasons including but not limited to omission, intentional falsification or any failure to disclose, may result in the revocation of Credentialed Music Leader status.

If at any time the MLCC determines that Credentialed Music Leader status was granted based on false representation or fraud, the MLCC has the right to revoke the Credentialed Music Leader status.

Applicants to and candidates in the Music Leadership Credentialing Program of the Unitarian Universalist Association shall inform the MLCC of all arrests and convictions except for minor traffic violations and those criminal offenses which by law they need not disclose. Arrests and convictions related to substance use must be reported.

Such disclosure is required for achieving Credentialed Music Leader status.

Failure to disclose the arrests and convictions described above for reasons including but not limited to omission, intentional falsification or any failure to disclose, may result in the disqualification of an application or dismissal of a candidate from the Music Leadership Credentialing Program.

20. COOPERATING WITH THE MLCC

It is expected that all applicants to and candidates in the Music Leadership Credentialing Program and all music leaders with Credentialed Music Leader status will cooperate with the MLCC at all times. This includes responses to requests for information, provision of requested documentation, and attendance at meetings with the MLCC. Non-compliance may be deemed conduct unbecoming a professional music leader.

Rules adopted by the UUA Board of Trustees on xxxxxx