

UUA Internship Grants Program for 2020-2021

Program Description

The Unitarian Universalist Association plays a significant role in helping to provide congregations with the opportunity to call well-trained and highly qualified ministers. A strong internship experience is an extremely important step in the preparation process for the Unitarian Universalist ministry, and it's one that would not be possible without the participation of our member congregations. Thank you for your commitment to supporting our future ministry through your intention to serve as an internship site!

For many congregations, adding a fair internship salary to the budget can be difficult in the first several years of becoming established as a teaching site. The Ministerial Credentialing Office offers the Internship Grant program to congregations in order to assist new teaching sites in providing paid internships during their first year or two. Since good teaching sites are always in great demand, it is hoped that, following this initial assistance, your members will want to continue to support your internship program independently, thereby making it possible for your congregation to host interns in the years to come.

The grant program is open to congregations offering either full-time or part-time internships beginning in FY 2021 (after July 1, 2020). Full-time internships average 40 hours/week for at least 9 months while part-time positions are a minimum of 15 hours/week for 18 months and typically span two congregation years. Internships may take place within the context of a congregation, or they may be congregationally based, but include a significant amount of ministry with an outside agency or institution (a maximum of 50% of the internship experience). Grants, however, will be made only to Unitarian Universalist congregations.

An excellent internship site will provide opportunities to engage in anti-racism, anti-oppression and multiculturalism work. The Unitarian Universalist Association has committed to dismantling the legacy of white supremacy. Please review this link for more information: <https://www.uua.org/uuagovernance/board/announcements/our-abundance-resources>. **Applicants that demonstrate active commitment to this effort will receive higher priority in the selection process.**

Every year, the UUA receives more applications from congregations seeking funding than there are funds available, and not all requests can be funded. Grants will provide up to one half of the recommended minimum salary for a full or part-time internship of up to 9 months. (See Grant Guidelines on page 2 for recommended amounts.) Congregations may re-apply for one renewal of *up to half the amount of the first grant*.

(A second year renewal grant is not automatic; an application *must* be submitted!)

Grant Guidelines

Please be sure that your congregation meets the following guidelines before filling out the application form.

1. The congregation's governing body has committed to:
 - a) become a teaching congregation.
 - b) create an Intern Committee prior to the intern's arrival, in accordance with the guidelines set forth in the Internship Manual.
 - c) provide at least 50% of the total recommended salary, regardless of the outcome of an upcoming canvass. Note that the recommended salary depends on the size of the congregation.

Recommended Salaries

At the December 2018 meeting of the Ministerial Fellowship Committee, the MFC received and voted to accept a proposal from the UUA Office of Church Staff Finance to advance the recommended internship salary toward a living wage of \$15/hour over the next five years. Starting in FY 2020, these new recommended salaries include:

- -less than 250 members: \$1815/month full-time, \$908 month half-time
- -250 to 499 members: \$2036/month full time, \$1018/month half-time
- -500 to 749 members: \$2126/month full time, \$1063/month half-time
- -more than 750 members: \$2259/month full-time, \$1130/month half-time

The Geo Wage Index should also be taken into account, since the cost of living varies throughout the country. (Geo Wage Index Three is considered the national average and amounts above reflect the national average.) Find out the Geo Wage Index for your area.

2. The congregation has on-site supervisor in Full Fellowship who will commit to meet the standards of supervision set out in the Internship Manual which can be downloaded at www.uua.org/programs/ministry/credentialing/internship.
3. The congregation is an Annual Program Fund (APF) Fair Share Congregation, which can be confirmed by the UUA's APF Office (617-948-6512) before the application deadline of November 1, 2019. Please request a letter verifying the congregation's Fair Share status and include this letter in your application packet.

Grant Awards

1. **The application deadline is November 1, 2019.** All applications *must* be complete and *must* be postmarked by this date. Preliminary grant awards will be made, and the results will be communicated in writing to all applicants by December 1, 2019. Letters will be sent to the intern supervisor unless otherwise noted on the application.
2. Congregations receiving notice of preliminary grant awards should have arrange to fill out a teaching site profile for the congregation on the Internship Clearinghouse's online database (accessible from the Internship Clearinghouse web page) if it has not already been created. This should be completed as soon as possible.
3. Grants will be finalized after the prospective intern has accepted the position and the Ministerial Credentialing Office has received a signed Internship Agreement (see Internship Manual) spelling out the terms and the duration of the internship. This Agreement should be sent to the Ministerial Credentialing Office by April 1, 2020.
4. In the event a congregation is unable to find an intern by March 1, 2020 (or the congregation cannot offer the internship because of unforeseen circumstances) the grant may be made available to the next congregation on the waiting list created after the initial selections were made.

For more information about the Internship Grants Program or assistance with the application process, contact Rev. David Pettee, Ministerial Credentialing Director at mcodirector@uua.org or 617-948-6402.

2020-2021 UUA Internship Stipend Grants Program Application

Application Instructions:

1. Complete this application form and have your president (or equivalent) sign the verification statement (Section III). If applying for a renewal grant, complete Section I only.
2. Attach a letter from the UUA's Annual Program Fund office, verifying your congregation's Honor congregation status.
3. Mail the application to the Internship Clearinghouse. It must be postmarked no later than November 1, 2019. Applications should be addressed to:

Rev. David Pettee
Ministerial Credentialing Director
Unitarian Universalist Association
24 Farnsworth Street
Boston, MA 02210-1409

SECTION I

Name and Address of Congregation:

Duration of Internship

Start date:

Completion date:

Name(s) and Title(s) of Person(s)

Completing Application

Email:

Proposed Stipend

From congregation:

From Internship stipend Grant:

From other sources:

Total:

Previous Intern Experience (if any)

Name:

Stipend Amount:

Year:

Full or part-time:

Other Remuneration

Professional expenses:

Health insurance:

Housing:

Travel:

Taxes:

Total:

Supervisor

Name:

Year admitted into Full Fellowship:

Previous supervisory experience:

SECTION II

Please provide responses to the following (a maximum of one typed page each):

1. Please describe the activities, programs, workshops, and/or outreach describing how your congregation has engaged issues of anti-racism, anti-oppression and multiculturalism, and made a commitment to dismantle white supremacy?
2. Why does your congregation want to become a Teaching Congregation?
3. What special attributes make this congregation a strong internship site?
4. What opportunities might an intern have to be involved with the congregation regarding these issues?
5. What is your plan for achieving self-sufficiency in funding future internships?

SECTION III

Please have the president, or equivalent, of your governing body sign the following statement of verification:

I verify that the governing body of

_____ (name of congregation)

has agreed upon the following to:

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

Name (please print)

Title

Signature

Date

Email address