

# The Certification Program For Unitarian Universalist Music Leaders



Sponsored by the  
Unitarian Universalist  
Musicians Network

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## The Certification Program for Unitarian Universalist Music Leaders was developed to:

- ♪ Summon music leaders to their calling of music ministry
- ♪ Enrich their service to Unitarian Universalist congregations
- ♪ Enhance their professional perspective, skills and standing in the Unitarian Universalist Association

## Through this program, the candidate is expected to develop and demonstrate specific competencies:

- ♪ Leading congregational singing
- ♪ Leading musical rehearsals
- ♪ Planning and conducting worship services
- ♪ Familiarity with musical resources, including hymnody and other forms of congregational song
- ♪ Practical knowledge of how to build and organize a music program in a congregation
- ♪ Understanding of UU history and values
- ♪ Familiarity with UU congregational structure and governance
- ♪ Application of professional ethics and standards of conduct
- ♪ Implementation of basic pastoral care
- ♪ Understanding of congregations as emotional systems
- ♪ Competency in collaborative leadership and church staff skills

- ♪ Ability to clearly articulate a personal creative vision of music as ministry within Unitarian Universalism

## The Curriculum is designed on three foundational areas of knowledge:

Music Skills and Resources  
UU Heritage and Values  
Leadership and Interpersonal Skills

## The Curriculum consists of six core courses, developed by the UUMN:

- ♪ Music as Ministry and Service (three-year course)
- ♪ Leadership and Accompaniment of Congregational Song
- ♪ Integrating Music and Worship within UU Musical Heritage
- ♪ Developing and Maintaining a Music Program
- ♪ Leading a Rehearsal
- ♪ Care and Ethics for the Music Leader

In addition to these courses, candidates will complete coursework with their colleagues at UUMN gatherings and other UU venues as approved by the **Leadership Development Board (LDB)**. Candidates are expected to sign the UUMN “Code of Professional Practices”, complete one Music Ministry service project, and attend three denominational gatherings in addition to the UUMN conferences. Candidates must plan to attend three **complete** UUMN annual conferences during their candidacy.

## Who is eligible?

Candidates must ...

- ♪ Be a member of UUMN
- ♪ Have served as a professional musician in a congregation for at least one year
- ♪ Have a passion for music ministry and the potential for excellence in their work
- ♪ Be able to meet the time and financial commitments of the three to five year certification process

## Where will these courses be offered?

Currently, all UUMN-developed courses will be offered at the UUMN annual conferences. However, individual courses have been designed to be portable and are intended to be offered in districts, according to demand.

## Is it possible to “test out” of certain courses?

In accordance with the practices of other UU professional organizations, candidates may “test out” of a given requirement by demonstrating competency in that specific area. Typically, a paper, video or specialized portfolio (or a combination of the above) will be presented to the LDB for evaluation in order for a candidate to “test out” of a requirement. In each case, “testing-out” must be negotiated with the LDB.

## How does the Certification Process work?

Each candidate will work with an **Advisor**, an experienced UUMN colleague, and a **Sponsor**, a supportive leader in the candidate’s congregation, to develop musical leadership and create a portfolio demonstrating these competencies. The **LDB** will evaluate this portfolio after the requisite coursework is completed. This Board will then recommend the candidate for certification.

Admittedly each candidate will possess a unique array of musical skills and professional experiences. The evaluative process is not designed to limit this diversity of talent and ability, but rather to evaluate the effectiveness of the candidate’s musical leadership.

## What specifically will the candidate’s portfolio contain?

1. Documentation of all course work taken and completed assignments.
2. Samples of orders of service, concert programs, CD’s and DVDs documenting projects resulting from course assignments.
3. Signed “Code of Professional Practices”
4. Description and documentation of community service project (including any accompanying programs, fliers, etc.)
5. List of denominational gatherings attended.
6. Sample orders of service with rationales and feedback
7. Letters of support from advisor, sponsor and congregation.

8. Photos and CD’s of rehearsals and music programs conducted.
9. Up-dated resume.
10. Profile of music in your congregation.
11. Written philosophy of music as ministry.
  - Essay is in the application
  - Revision #1 after first year
  - Revision #2 after second year
  - Final draft in third year.
12. Other certificates and relevant material.
13. Yearly progress evaluation from advisor.
14. Yearly self-evaluation, which the triad has discussed and on which the advisor and sponsor comment.

## Congregational Support

The tuition for each candidate will be \$350 a year; this does not include fees for the UUMN conference or the workshops and courses taken outside of the conference. Ideally, the congregation will provide the funding as part of the Music Leader’s professional development budget. It is important that the congregation understand the significance of this program and make a commitment to support the music leader through this process.

## For More Information:

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