

# UUA Internship Stipend Grants Program for 2007-2008

## Program Description

The Unitarian Universalist Association of Congregations serves to meet the needs of our member congregations in part by fostering the growth of Unitarian Universalism in numbers, spiritual depth and diversity, as well as in members' understanding and commitment to anti-racism, anti-oppression and multiculturalism. It also 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.

So 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 stipend to the budget can be especially difficult in the first several years of becoming established as a teaching site. The UUA Ministerial Credentialing Office therefore offers a grant program to congregations in order to assist new teaching sites in providing internship stipends 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 one year, full-time (averaging 40 hours/week for at least 6 months) or two-year, part-time (15-20 hours/week for 9-10 months each year) positions. These internships may take place primarily 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. All grants will be made to congregations, with the expectation that the congregational component be no less than 50% of the internship experience.

Each year, we receive applications from a number of congregations deserving of internship funding. Because there is a limited amount of funds available for the Internship Stipend Grants Program, grants unfortunately cannot be awarded to all qualified applicants.

Grants that are awarded will provide up to one half of the recommended minimum stipend for an internship of six to 10 months, with a maximum grant per congregation of \$6,000. (See below for recommended minimum stipend amounts.) Congregations may re-apply next year for one renewal of up to half the amount of the first stipend grant. **(Note that these renewal grants are 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 has not had an intern more recently than 2001-2002.
2. It 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, 2006. Ask them to send a letter verifying the congregation's Fair Share status. This letter should be included in your application packet.
3. It has a qualified on-site supervisor in Final Fellowship who will make a commitment to meeting the standard of supervision set out in the current Unitarian Universalist Ministerial Internship Manual. (Copies of the manual are available for download at the Internship Clearinghouse website: [www.uua.org/programs/ministry/credentialing/internship](http://www.uua.org/programs/ministry/credentialing/internship).)
4. Its governing body has voted:
  - a) to become a UUA Teaching Congregation.
  - b) to provide at least 50% of the total recommended stipend (regardless of the outcome of an upcoming canvass). Note that the recommended minimum stipend amount\* depends on the size of the congregation:
    - less than 250 members: \$1300/month full-time, \$650/month half-time
    - 251-499 members: \$1500/month full-time, \$750/month half-time
    - 500-750 members: \$1600/month full-time, \$800/month half-time
    - more than 750 members: \$1750/month full-time, \$875/month half-time
  - c) to create an Intern Committee prior to the intern's arrival, in accordance with the guidelines in the UUA internship manual.

\*These new recommendations were adopted by the Compensation, Benefits and Pension Committee on Sept. 28, 2006.

## Grant Awards

1. The application deadline is November 1, 2006. (All applications *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, 2006. Letters will be sent to the intern supervisor unless otherwise noted on the application.
2. Congregations receiving notice of preliminary grant awards should have someone 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 Internship Clearinghouse office has received a signed Internship Agreement** spelling out the terms and duration of the internship.
4. In the event a congregation is not able to find an intern by March 1 or the congregation will not be able to offer the internship because of unforeseen circumstances, the grant amount may be made available to the next congregation on a waiting list created at the time initial selections were made.

For more information about the Internship Stipend Grants Program of assistance with the application process, contact Rev. Kim Wilson, Internship Clearinghouse Coordinator at [kwilson@uua.org](mailto:kwilson@uua.org) or 203-421-0148.

# 2007-2008 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).
2. Attach a letter from the UUA's Annual Program Fund office, verifying your congregation's Fair Share Congregation status.
3. Mail the application to the Internship Clearinghouse. It must be postmarked no later than November 1, 2006. Applications should be addressed to:

Rev. Kim D. Wilson  
Internship Clearinghouse  
160 Princess Drive, Madison, CT 06443

## SECTION I

### Name of Congregation, City and State/Province

### Duration of Internship

Start date:

Completion date:

### Name(s) and Title(s) of Person(s) Completing Application

### Proposed Stipend

From congregation:

From grant:

From other sources:

Total:

### Most Recent Previous Intern (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 Final Fellowship:

Previous supervisory experience or  
planned supervisory training:

## **SECTION II**

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

1. Why does your congregation want to become a Teaching Congregation?
2. What special attributes make this congregation a strong internship site?
3. Please list and briefly describe the activities, programs, classes, workshops, and/or outreach in which your congregation has engaged within the past three years on issues of anti-racism, anti-oppression and multiculturalism.
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

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(name of congregation)

has agreed and officially voted on the following:

1. to become a UUA Teaching Congregation.
2. to provide at least 50% of the total minimum recommended stipend (regardless of the outcome of an upcoming canvass) as described under Grant Requirements.
3. to create an Intern Committee prior to the intern's arrival, in accordance with the guidelines of the UUA internship manual.

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Name (please print)

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Title

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Signature

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Date