

Unity Urban Ministerial School

UWM/UUMS Internship Handbook for Spiritual Leader

The Ministry Journal

Candidates are required to maintain a personal journal, referred to as a "Ministry Journal". The journal is a tool to provide insight into the process of ministry. The Candidate is encouraged to use the journal as a tool to assist in establishing and maintaining a spiritual discipline and deepening and articulating their personal credo. It may also be used to share insights in dialogue with their mentor. (Ministry Journal attached)

Practicum

The purpose of the Outreach Practicum is for the Candidate to explore an area of ministry that they want to know more about. It is the Candidate's responsibility to arrange for the Practicum and have it approved by their Mentor.

The Practicum experience is designed to:

- Strengthen ministerial skills in a certain area
- Explore a ministry-related interest (hands-on or experiential outreach activity in the candidate's local community beyond the church walls)
- Include a minimum of 16 hours in a supervised course of training by an outside organization which focuses on skill-building in a ministry that the candidate needs to strengthen or desires to explore (e.g., pastoral care, leadership, administration, education, hospice, a community service organization). Upon completion of this course/training, candidate shall use those newly acquired skills for at least 3 months in volunteer service outside the organization.

Before beginning the Outreach Practicum, Candidate must:

- Obtain approval on the Candidate's Practicum Checklist by their Mentor
- Submit the approved/signed Candidate's Practicum Checklist to the UWM Credentialing Office and the Executive Director of the Unity Urban Ministerial School no later than July 30 of the Candidate's internship year in the program.

At the end of the Outreach Practicum, Candidate must:

- Request written confirmation by the overseeing Supervisor of the Candidate's successful completion.
- Submit a copy of the confirmation to the Mentor, UWM Director of Credentialing, and UUMS Executive Director by March 30 of the Candidate's internship year.

- Request written confirmation of the overseeing Supervisor of the Candidate's successful completion.

On-site Visit to a Unity Church

Candidate must:

- Visit one Unity church as agreed upon with his/her Mentor. This visit must include time for the Candidate to speak with the Minister. Consideration for choosing what church to visit will include size or composition of congregation, leadership style of minister, mission of ministry, etc. The goal is to experience different models of successful ministry.
- Submit brief, written summary of the visit along with their next Quarterly Report.

Reports/Forms Used

Telephone Report

Candidate must engage in monthly telephone contact with the Mentor throughout the internship. The Mentor and Candidate should agree on the day and time for the Candidate to initiate the call. Both must assure uninterrupted time on their schedules to have an effective conversation.

A Telephone Report Form is provided for the Mentor to record appropriate information. This form is to be retained by the Mentor to track the Candidate's progress. No copies are to be distributed.

Quarterly Report

The Candidate must complete and submit a Quarterly Report to the Mentor, with a copy to the UWM Director of Credentialing and UUMS Executive Director. The Quarterly Report should include: ministry financial status, newsletters, board meeting minutes, and narrative report of the Candidate's personal growth during the reporting period. This report is used throughout the program as a communication and reporting tool between Candidate, Mentor, UUMS & UWM.

The Narrative Report should include:

- (a) Brief remarks about books the candidate have read
- (b) Personal growth experiences, such as retreats, workshops, and classes attended
- (c) Successes of the Candidate and/or the Ministry
- (d) Challenges or difficulties of the Candidate and/or the Ministry
- (e) Questions that the Candidate has at this point in his/her unfoldment.

Reporting Dates:

1st Quarter.....August, September, October
Date Due.....October 30

2nd QuarterNovember, December; January
Date Due.....January 30

3rd Quarter.February, March, April
Date Due.....April 30

On-Site Visit Report

It is recommended that the Mentor make a minimum of one on-site visit to Candidate' s ministry between September and November to support the Candidate's progress toward licensing and bring the UWM and UUMS presence to the ministry.

The on-site visit is at the expense of Candidate's ministry unless other arrangements are agreed to by the Mentor and Candidate. The form is prepared by the Mentor and copies should be sent to IJWM Credentialing Office and UUMS Executive Director.

Final Progress Report

A form detailing the Candidate's progress in the Internship Practicum is to be completed and submitted to the Candidate's Mentor with copies to the UWM Director of Credentialing and UUMS Executive Director.

The form should be prepared by the Board of the Candidate's church if the Candidate is Senior Minister or by the Senior Minister of the church if the Candidate is Associate or Assistant Minister.

The following check list is provided for Candidate, Ministry and Mentor to track deadlines of required assignments. Please include this completed check list with your Final Report.

Checklist of Requirements & Deadlines		
Requirement	Due	Date Complete
Contract	7/30	
Practicum Checklist	8/30	
Qtr 1 Report	10/30	
Qtr 2 Report	1/30	
Qtr 3 Report	4/30	
Final Progress Report	4/30	
Mentor On-site visit & Report	12/30	
Completion of Practicum	January	
Unity Church Visit	February	
The following are suggested by not required:		
Regional Conference (suggested)	Summer/Fall	
National Conference (suggested)	June	

UWM/UUMS Internship for Spiritual Leader in a Unity Ministry

CANDIDATE 'S INDIVIDUALIZED CONTRACT (FINAL YEAR)

The undersigned candidate has agreed to fulfill all conditions and recommendations set forth below as determined by UWM/UUMS Licensing & Ordination (Credentialing) Team. It is understood that the undersigned has full responsibility for initiation and fulfillment of the conditions set forth in this contract.

I _____ understand and accept the terms and conditions set forth in this contract. Failure to comply will constitute breach of contractual terms and will result in a delay and possible termination of my status as a candidate for licensing and ordination.

Signed: _____ Date: _____

Mentor's Name: _____

Mentor's Signature: _____

UUMS Executive Director Signature: _____

Date: _____

UWM Credentialing Director Signature: _____

Date: _____

UWM/UUMS Internship Mentor Telephone Report

Candidate's Name: _____

Date of Call: _____ Time Began: _____ Time Ended: _____

Did Candidate make timely contact as schedule? YES NO

If no please Explain: _____

Mentor's Name: _____

REVIEW QUESTIONS

Has Candidate attended any sub-regional, regional, or national meetings? If YES, ask Candidate to describe their experiences:

**UWM/UUMS INTERNSHIP PROGRAM FOR SPIRITUAL LEADER
IN A UNITY MINISTRY**

Candidate's Practicum Checklist

The checklist is to be approved by the Candidate and sent to the Mentor and Credentialing Staff no later than August 30 of the candidate's graduation year.

Name of Candidate _____

Description of Practicum _____

Name of Organization: _____

Dates/hours of training (16 hours minimum) _____

The practicum shall be completed before January 30 of Candidate's internship year.

Practicum Supervisor's Name: _____

Supervisor's Contact Information: _____

Date Approved by Mentor: _____

NOTE: The Candidate shall arrange for their supervisor to send a letter to their Mentor, a copy to UUMS, and a copy to UWM Credentialing Office, describing the agreed practicum, dates/hours of training and volunteer service, and indicating Candidate's successful completion by no later than Jan 30. In most cases, the training and volunteer service are within the same organization.

Outreach Practicum: Candidate must provide detailed description of assignment, location, timeframe, supervisor’s name and position. Candidate should describe specifically what they plan to gain or learn from this experience. If updating from previous report, give details.

WORSHIP_____

Progress made:_____

Concerns/Challenges: _____

Resources used/recommended: _____

Update to Contract:_____

Administration: _____

Progress Made:_____

Concerns/Challenges:_____

Resources used/recommended : _____

Update to Contract:_____

Education: _____

Progress made: _____

Concerns/Challenges: _____

Resources Used/recommended: _____

Update to Contract: _____

Pastoral _____

Progress made: _____

Concerns/Challenges: _____

Resources used/recommended: _____

Update to Contract: _____

Mailto: Rev. Lynn O'Dell, Director of Credentialing, P.O. Box 610, Lee's Summit, MO 64063

Email to: Rev. Sandra Campbell at: director@uums.org

Self-Care: _____

Progress made: _____

Concerns/Challenges: _____

Resources used/recommended: _____

Update to Contract: _____

Other Areas for Discussion:

Mentor's comments/recommendations to L&O Ministry Team:

Candidate's Name: _____

	Month	Month	Month	Year
Church Income	_____			
Candidate's Incomes	_____			
Sunday Attendance (avg weekly for month)	_____			
Youth Attendance (avg weekly for month)	_____			
Special Worship Svc (List on reverse)				
New Members				
Voting Members Present				
# Sundays You Taught				
# Special Services	_____			
# Classes You Taught				

Questions/Remarks: Please attach Quarterly Financial Report, Ministry's Newsletter, Board minutes, and Narrative Report.

Candidate's Signature: _____ Date: _____

Mentor's Signature: _____ Date: _____

Mail to: Rev. Lynn O'Dell, Director of Credentialing, P. O. Box 610, Lee's Summit, MO 64063
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UWM/UUMS Mentor On-Site Evaluation

Date of Visit: _____ Name of Ministry: _____

Name of Candidate: _____

Mentor: _____

Areas of Observation

Physical Environment/Grounds

Worship Areas:

Office/Administration:

Education Areas (nursery, classrooms):

Worship Service

Audience Reaction:

Personal Reaction:

Flow of Order of Service:

Professionalism:

Visitor's Reception:

Lesson (content, presentation):

Music:

Interpersonal Relationships

Paid Staff:

Volunteer Staff:

Board of Directors:

Community:

Administration

Office Organization/Procedures:

Publications (eg., printed material, letters):

Phone (recorded message, dial-a-prayer, individual contact):

Bookstore:

Education

Children's services:

Y.O.U. Service:

Adult Classes:

Pastoral Care

Interaction with Congregants

Availability for Counseling Sessions and Visitations (appointment book)

Self-Care

Private Prayer and Meditation:

Time for Family and/or Personal Relationships:

State of Health Practices:

Minister's Time Off (minimum of one day off per week):

Other Observations:

FINAL PROGRESS FORM

If Candidate is Senior Minister, this report must be prepared by the Church Board. If Candidate is Associate or Assistant Minister, this report must be prepared by the Senior Minister. The completed report must be provided to the Candidate's Mentor, with copies to the UWM Director of Credentialing, P. O. Box 610, Lee's Summit, MO 64063; and to UUMS Executive Director, 2116 SW Walden Drive, Lee's Summit, MO 64081, by April 30, of the Candidate's internship year. All questions should be answered. If the question is not applicable to the Ministry or the Candidate, indicate *N/A*. Comments should represent a consensus of the Board.

Name of Ministry:
Date of Assessment:

Candidate:
Performed by:
(title)

1. What is your assessment of the candidate's performance since entering the internship in the areas of:

Administration: What do you see as the candidate's leadership styles? How do you relate to his/her leadership and administrative approach?

Positive suggestions?

Worship: Please comment on the nature of the worship services led by the candidate.

Positive suggestions?

Pastoral Care: Please comment on the pastoral ministry of the candidate; e.g., hospital work, counseling, home calls, etc.

Positive suggestions?

Education: Have you personally taken the candidate's classes? Comment on classes of which you have knowledge.

Positive suggestions?

Email to: Rev. Sandra Campbell at: director@uums.org

4. If there has been a change in Board membership (or a change of Senior Minister), is the new member(s)/minister fully aware of the Candidate's participation in the program?

5. Is the new member(s)/minister aware of his/her role?

6. Other comments as deemed appropriate or helpful:

Signed: _____

Title: _____

MINISTRY JOURNAL

The Candidate is required to maintain a personal, Ministry Journal as a tool to provide insight into the process of ministry and to help them establish and maintain spiritual discipline. This journal can be a source for assisting the Candidate in formulating and articulating their personal credo, which will be the primary focus of the second year and beyond in the ministerial program.

Introduction to Keeping a Ministry Journal

What is a Ministry Journal?

A ministry journal is a tool to help the Candidate understand and put into perspective your thoughts, feelings, and experiences. It is also a record of your firsthand experiences in ministry as they happen. More deeply and significantly, it is a spiritual discipline that you make as a covenant with your higher self. By using this tool, you can experience Spirit-revealing lessons that will assist in your soul growth and may impact your ministry.

Your journal can be used as a means of expressing and acknowledging your feelings and their effect on your ministry. It can serve as a mirror, reflecting your process of awakening to the spiritual essence of your being. It can also provide insight into how your strengths and weaknesses, successes and failures, personality and passions influence your style of ministry. Remember that your journal is to be your servant, not your master. Keeping your daily appointments with your journal can be a nourishing experience rather than just another task in your already busy schedule.

There is no need to make your journal a perfect document. You are the only one who needs to see its contents, so you are free to write without concern for editing or neatness. If you are a "doodler," doodle in your journal. If you see that you have written something that you want to disregard or correct, please do not delete it, but allow it to remain for future reference. Later, as you reflect on your journal, these ideas may prove to be important.

Our use of the word "ministry" does not mean the church or center where you are now serving as the spiritual leader. Rather, it speaks to the activity of your consciousness as a minister to others as you guide, teach, inspire, and lead them to find their Truth. Your current placement is the vehicle through which you are expressing your ministry. You take your ministry with you wherever you go; from your current congregation to another, or when you leave the walls of your church to enter the community as an ambassador for the Unity message.

Your ministry journal will help you be self-directed in becoming an ordained Unity minister. In working with your mentor to create an individual contract for successful completion of the UUMS internship, your ministry journal will be a valuable resource for discussion and support.

Why Keep a Ministry Journal?

As you grow spiritually and in ministry, there is an increasing need for inner reflection and prayer to stay true to your course. With the demands of ministry and life, you may find it difficult to take the time for the inner work that keeps you growing. Keeping a journal will help you keep that commitment to yourself.

The personal reasons for keeping a journal are many and varied. Journal writing is effective as a vehicle for self-expression, self-exploration and discovery; a forum for facing fears; a tool for unlocking creativity; some help in sorting issues or feelings; a resource for observing recurring themes in life that either hold you in bondage or effectively move you closer to your dreams and desires.

How to Begin Your Journal

Tools: You will need to begin with a notebook specifically dedicated to this purpose. Please use an ink pen rather than pencil when you write to avoid the tendency to erase.

Methods: Techniques to engage the journaling process include free association, question and answer, internal dialogue, cluster, list making, letters to self or others, poetry, and drawing.

Overcoming Barriers: Some techniques that help overcome writer's block include: brainstorming, exploring an inspiring quote or scripture passage, recalling favorite affirmations, meditating on your inner child, taking a short break.

Reflective Questions: Helpful questions in journaling are: What is my inner agenda for ministry right now? What is the current direction of my personal spiritual development? How can I use my journal to assist my spiritual development? What am I waiting to say to myself? What am I avoiding saying to myself?

When to Use Your Journal?

It is necessary to establish a discipline in the use of your journal. Daily entries are encouraged rather than a weekly recap. To receive maximum benefits, it is important to capture your feelings in the experience as soon as possible. You can later come back for in-depth exploration. You may want to work with your journal in conjunction with your regular meditation time.

Where Should You Journal?

Deciding on where to write is up to you. Choose a quiet place that feels safe.

For Whom is Your Journal Written?

Your journal is written for you and no one else! UWM, UUMS and your Mentor are only concerned that you sincerely and meaningfully engage in the journaling process. Your journal text will never be submitted to your Mentor or the ministry team. As you confer with your Mentor regularly, you may be asked to choose a particular issue from your journal to share orally. You always have the option of choosing what you are willing to share.

Bibliography

Adams, Kathleen -Journal to the Self; Baldwin, Christina -**One to One**; Goldberg, Natalie — Writing Down the Bones; Klauser, Henrietta Anne -Writing on Both Sides of the Brain Klug, Ronald -**How to Keep a Spiritual Journal**; Simmons, George F. -**Keep Your Personal Journal** Rico, Gabriele Lusser -Writing the Natural Way