**Unitarian Universalist Congregation of Fairfax**

**Operational Policy**

**Subject:**  **Ministerial Candidates Seeking UUCF Sponsorship** **Number:** **I. E.**

**Effective Date: Aug. 31, 2010 Approved By:** **Coordinating Team**

**Revised: Nov. 2, 2016**

**Policy**

A ministerial candidate may seek UUCF sponsorship in accordance with the following procedures.

**Procedure**

To seek UUCF sponsorship, an individual must be a UUCF member, have participated in congregational life for at least one year, and meet with the minister or ministers to discuss her/his career goals.

Steps for requesting sponsorship

1. The member-in-discernment seeks support of the Senior Minister. If the Senior Minister does not agree to offer support for a member-in-discernment, they may seek support of the Board. The Board will discuss the request with the Senior Minister and make a decision about whether or not to offer official support. Without this initial support, a member-in-discernment may not proceed with seeking sponsorship.

2. Having received initial support, the member-in-discernment makes an official application to the Coordinating Team (CT) seeking sponsorship. Application will include a letter from the member-in-discernment and two letters of recommendation from UUCF members. Upon completion of this step, member is eligible to receive up to one-half the cost of the UUA Career Assessment.

3. The member-in-discernment is encouraged to share career assessment results with one or both of the ministers.

4. The CT, in consultation with member-in-discernment, will appoint a three-person Ministerial Sponsorship Committee (MSC). This committee will be responsible for working with the member-in-discernment through the process of applying for sponsorship. The MSC:

a. Will interview member-in-discernment;

b. Will review letters and other materials as appropriate; and

c. May move ahead with a recommendation before the student meets with the Regional Subcommittee on Candidacy (RSCC) or may wait until the member-in-discernment has met with the RSCC.

5. When their review is complete, the MSC will make a recommendation to the CT concerning the sponsorship of the member-in-discernment. If the MSC recommends sponsorship, the CT will take that recommendation to the Board.

6. Upon approval of sponsorship, the Ministerial Sponsorship Committee will provide advice and support to the candidate through the completion of the fellowship process.