

WHEN MUSIC LEADER DEPARTS A CONGREGATION

SAMPLE LETTER OF UNDERSTANDING

Between

Departing Music Leader (DML) and New Music Leader (NML)

As professional colleagues and active members of the Unitarian Universalist Musicians Network (UUMN), we, DML and NML, make this covenant with one another:

- To maintain a professional relationship based on mutual respect for one another as Unitarian Universalist musicians;
- To hold as our highest priority the health and on-going ministry of the congregation at the UU Church of City, State, understanding that congregations are especially vulnerable in periods of staff transition;
- DML agrees to refrain from intentional contact, both personal and professional, with members, friends, and staff of UU Church of City; furthermore, DML will help their partner, partner's name, to also refrain from intentional contact with members, friends, and staff of UU Church of City;
- If and when the DML is no longer a member of the UUMN, and no longer bound by the Code of Professional Practice, DML will not take inappropriate advantage of the previous professional relationship with the people of the congregation;
- Together, we agree to make public the terms of our covenant to the Board, Staff, and any lay leaders who may need to know.

This covenant has evolved from conversation and negotiation between the two music leaders whose signatures appear below:

New Music Leader

Date

Departing Music Leader

Date

WHEN DEPARTING MUSIC LEADER REMAINS IN A CONGREGATION

SAMPLE LETTER OF UNDERSTANDING

Between Former Music Leader (FML) and New Music Leader (NML)

As professional colleagues and active members of the Unitarian Universalist Musicians Network (UUMN), we, FML and NML, make this covenant with one another:

- To maintain a professional relationship based on mutual respect for one another as Unitarian Universalist musicians;
- To hold as our highest priority the health and on-going ministry of the congregation at the UU Church of City, State, understanding that congregations are especially vulnerable in periods of staff transition;
- FML agrees to encourage members of the congregation to speak to their current music professional or other appropriate persons for answers to all current music issues or concerns;
- In the spirit of right relations, FML and NML agree to bring any of their own concerns about the music ministry directly to one another;
- FML agrees to support the new music leader by refraining from accepting positions on policy-making bodies in the congregation until the successor has had a chance to establish an identity in the congregation (possibly two years or longer after the departing music leader's professional leadership has been concluded in that congregation);
- FML agrees to refrain from accepting or volunteering for roles in the music program unless formally requested to do so by the new music leader;
- If and when the FML is no longer a member of the UUMN, and no longer bound by the Code of Professional Practice, FML will not take inappropriate advantage of the previous professional relationship with the people of the congregation;
- Together, we agree to make public the terms of our covenant to the Board, Staff, and any lay leaders who may need to know.

This covenant has evolved from conversation and negotiation between the two music leaders whose signatures appear below:

New Music Leader

Date

Former Music Leader

Date