

Hiring a New Unity Minister

Recommended Procedures Manual

Ministry Employment Services



www.unity.org

Dear Board Members,

I extend to you my prayer support and special blessings as you begin the process of employing a Unity minister. I invite you and your membership to unite in an affirmative prayer such as the following: “Spirit lights our way and guides us in ways that are right and good for the church. We now let go and let the activity of Holy Spirit make the right selection of our new minister, and we give thanks.”

This manual for **Hiring a Minister** explains the Association’s policies and procedures for employing a new minister and includes a church information packet to be filled out and returned. I encourage you to visit our website at www.unity.org. Go to Ministries & Leaders. Click on Peacemaking in the right-hand margin for details on transition consulting. A consultation regarding the transition of leadership may be needed to provide a healthier environment for the new minister.

Once you are ready to begin the employment process, and we have received the completed church information packet, your opening will be placed on our web site (www.unity.org.)

For the full packet go to Ministries & Leaders, and click on Church Administrators. Then under “Hiring a Minister” click on Hiring a New Unity Minister.

In addition, your listing will also be included in our weekly Ministry Update that is emailed to all ministers each Thursday evening.

An interested applicant will contact my office and request your church information packet be emailed to him/her. If s/he is interested in applying for the position as you minister, s/he will request that we send a resume to you.

One person should be selected to receive the ministerial candidate resumes. Resumes will be sent to the contact person by email as an Adobe.pdf file. The candidates will be given the phone number and email address of the contact person so they can follow up.

The first thing the board should do after completing the church vacancy information is to appoint a Search Team. Depending upon the size of the congregation, a 6-8 member Search Team with at least one board member should be adequate. It is important to use members who are actively involved in the church and individuals who are willing to


listen and hear the needs of the congregants. Licensed Unity teachers and paid staff should not serve on the Search Team and board members should not chair the Search Team (See “Ministry Employment Services Policies” in the manual.)

Please complete the church information packet as quickly as possible. Resumes will not be sent to you until we receive this document, financial statements and the current bylaws.

After reviewing the enclosed material, if you have questions, please feel free to contact my office. My assistant, Rachel Gaither, can answer any questions you may have. I am willing to do a Sunday lesson, meet with the Search Team and/or board and be available after the Sunday service to answer questions if that would be helpful.

Again, please invite your members and friends to join the Board/Search Team in affirming the above prayer or an affirmative prayer developed by the Board. A wonderful scripture to remember during this time is “Trust in the Lord with all your heart and do not rely on your own insight. In all thy ways, acknowledge Him and He will make straight your path.” (Proverbs 3:5,6). We are one with you in confident prayer.

In loving service,


Joann Landreth
Ministry Employment Services

Important steps for a church seeking new leadership

(See “Ministry Employment Procedures” for a more detailed overview)

1. A crucial step for the health of your church community: determining if your ministry is ready to employ a new Unity minister. Visit www.unity.org. Go to Ministries & Leaders, then Church Administrators, then Peacemaking Pages under “Other Resources”. Print out or email to your board and search team the information on both “Conflict Evaluation” and “Transition Overview.” For further support in this process, contact Rev. Stephanie Seigh, Director of Peacemaking and Transitional Services at RevSeigh@ptd.net.
2. Once your board and search team have followed procedures on transition consultation as needed, it would be a great time to fill out the attached Church Information Packet.
3. Send completed Church Information Packet and required documents to the Association.
4. Receive resumes for as long as needed to complete the search.
5. Upon receipt of resumes, it is very important that an acknowledgement be sent immediately to all ministerial applicants, acknowledging receipt of the resumes. These ministerial candidates are eagerly looking for right employment and have resumes at other churches—they need to be informed where they stand in your process.
6. Set date for review of all resumes, selecting a number to be interviewed by telephone.
7. Set telephone interviews. You can set up a free conference call for this purpose on www.freeconferencecall.com (long distance numbers). From the telephone interviews, select candidates to speak and interview with the Board and congregation.
8. Check ministerial candidate’s references and previous employment.
9. After all resumes and references have been reviewed and ministerial candidates have been invited, a letter should be sent to those ministerial applicants who will not be invited.
10. Establish dates for ministerial candidates to interview and speak. (The board and ministerial candidate should agree who will handle the cost of a non-refundable ticket if the commitment is cancelled.) Consider the following:
 - a. have the candidate come in Thursday if possible
 - b. arrange for someone to take the candidate on tour of the city on Friday
 - c. plan a workshop on Saturday morning from 9–12 p.m. followed by a potluck lunch
 - d. early Board dinner Saturday evening
 - e. Sunday service followed by a question and answer period
 - f. Search Team and Board interviews
11. Again, once you have determined that a ministerial candidate will no longer be pursued by your church, be sure to send each candidate a letter acknowledging your decision.

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Section I:

Church Information Packet

The Church Information Packet is to be completed and returned to the Association with your church bylaws, Articles of Incorporation, financial statements and a copy of your order of service.

(This form gives the Association and interested ministers an understanding of your church profile. Resumes are sent *only after* the complete packet is received at the Association office.)

Please submit a short paragraph (approximately 150 words) for submission on our web site describing your ministry and what your ministry's vision is for a minister. Please indicate if you wish to receive a CD, DVD, audio, or video tape from each candidate. (The Association reserves the right to edit content if necessary.)

Church Name: _____

In case of questions contact: _____

Church/Ministry Information

Name of Church: _____ Phone _____

Address: _____ Email _____

Church website: _____

Prepared by _____ Date _____

List below the contact person who will receive the candidates' emailed resumes. S/He will also be the candidates' contact person for more information.

Name _____ Telephone No. _____

Email address of the contact person: _____

Locality: Area Served

Characteristics:

Proximity to:

Physical Description of Area:

Proximity to Other Unity Churches: _____

Other _____

What makes your church unique? Describe the strengths or positive qualities of your church:

People: Size of Mailing List _____ Sunday Attendance _____

Formal (voting or active) Membership _____

Special Groups, if any: Y.O.U. Women's Group Men's Group
 Y.A.U. Singles Group Support Group

Licensed Teachers _____

Other: _____

Meeting & Classes:	When	Attendance	Teacher
Sunday Service	_____	_____	_____
Sunday School	_____	_____	_____
Classes	_____	_____	_____
Small group ministries	_____	_____	_____

Do you have any of the following? Radio TV Community Service
 Tape Ministry Publications Other

Bylaws:

Adopted when? _____
Are they structured as recommended by the Association? Yes No

Church Property: Owned by church Rented Mortgaged \$ _____

Land Size _____ Sanctuary Seats _____ Number of Bldgs. _____

Parking for _____ Where? _____

Property Value: Land \$ _____ Buildings \$ _____

Furniture & Equipment \$ _____

Other Information:

Is a manse that is a home for the minister provided? Yes No

If so, please describe in detail:

Other employees (teachers, secretary, accountant, maintenance, etc?)

Church Vision:

Has the Board developed short-term and long-range goals for the ministry?

No Yes: 1 Year 5 Years 10 Years

If so, what is the focus of these goals?

What have been the three (3) most important events in the history of your church? (Include dates.)

1.

2.

3.

What activities/special events in the church in the last three (3) years were well attended and appreciated?

- 1.
- 2.
- 3.

What does the congregation wish to accomplish in the next three (3) years?

- 1.
- 2.
- 3.

Above information provided by: _____
(Name) (Title)

Financial Position:

Fiscal year ends when? _____ Monthly receipts \$ _____
Are accounts audited? Yes No By whom? _____
Expenditures \$ _____ Tithe? _____
Financial statements attached: Yes No
Annual as of: _____
Monthly as of _____ Current Cash position \$ _____
Any special comments?

Bank & Other Depository Accounts:

Name of Institution _____ Where _____
Type of Account _____ Balance _____
Signatories _____ Bookkeeper's name _____
Safety Deposit Box? Yes No Where _____

Indebtedness:

Any current bills "overdue?"

Long-term indebtedness (State nature, security, balance, payments, interest):

Incoming Minister:

Vacancy needs to be filled by what date? _____

Status: **Full-time/Part-time/Temporary** (choose one)

Proposed salary: We must have a number/range, even if it is negotiable: \$_____

(Please offer a salary commensurate with the cost of living in your area; \$36k is the standard minimum salary for full-time Unity ministers.)

Proposed additional arrangements/benefits (insurance, manse, etc.):

Is it understood that moving expenses are to be paid by the church?

Describe housing/ school standards and availability (avg. cost, distance to schools, etc.):

The Board envisions attracting a minister whose focal point in the ministry will be:

Ministerial Expectations

Place an "X" beside **four (4)** of the skills categories you most desire in your new minister. The minister may employ staff or recruit volunteers with appropriate skills for some categories.

_____ **Visionary / Planner / Organizer**

- Plans for keeping mission and vision current
- Planning for building financial development strategies
- Plans for church growth
- Plans training for youth, YOU, Next Generation and volunteers

_____ **Communication**

- Demonstrates prayer consciousness
- Effective Sunday speaker
- Speaks and writes clearly
- Good teacher
- Good listener
- Develops and leads worship experiences

_____ **Human Relations**

- Compassionate and caring person
- Sensitive to others needs
- Negotiates and/or compromises
- Demonstrates appreciation for volunteers
- Deals effectively with different points of view

Leadership

- Team player with teams and Board
- Promotes small group ministry
- Encourages diversity
- Encourages others to become involved in ministry
- Builds spiritual community
- Helps develop leadership abilities in others
- Inspires a sense of confidence
- Develops marketing/public relations strategy

Chaplaincy / Pastoral

- Trains chaplains to:
 - make hospital visits
 - visit shut-ins and nursing homes
 - pray with members

Spiritual Counseling

- Helps people develop a spiritual life
- Guidance in solving problems
- Ministers to people in crisis
- Maintains confidentiality

Administration

- Empowers staff (paid and volunteer)
- Delegates well
- Awareness of maintaining balanced budget
- Implements appreciation letters (contributors & volunteers)

This information was collected from:

- the Board of Trustees only
- the Board of Trustees and the Search Team
- the Board of Trustees and congregation
- the Board of Trustees, congregation and Search Team

Check here if you wish to be added to our Association mailing list.

Other Comments:

Board of Trustees:

1. Name _____ Position _____
Address _____ Email _____
Telephone(____) _____ When Elected _____ Length of Term _____

2. Name _____ Position _____
Address _____ Email _____
Telephone(____) _____ When Elected _____ Length of Term _____

3. Name _____ Position _____
Address _____ Email _____
Telephone(____) _____ When Elected _____ Length of Term _____

4. Name _____ Position _____
Address _____ Email _____
Telephone(____) _____ When Elected _____ Length of Term _____

5. Name _____ Position _____
Address _____ Email _____
Telephone(____) _____ When Elected _____ Length of Term _____

6. Name _____ Position _____
Address _____ Email _____
Telephone(____) _____ When Elected _____ Length of Term _____

7. Name _____ Position _____
Address _____ Email _____
Telephone(____) _____ When Elected _____ Length of Term _____

8. Name _____ Position _____
Address _____ Email _____
Telephone(____) _____ When Elected _____ Length of Term _____

9. Name _____ Position _____
Address _____ Email _____
Telephone(____) _____ When Elected _____ Length of Term _____

Please provide a list of names, addresses, phone numbers, and email addresses for search team members if not already available.

Please include with the above completed ministry employment information form:

- A copy of your annual audits or financial statements covering the past two years.
- A copy of your current Articles of Incorporation and Bylaws
- A copy of your order of service.

Note: If you have a photograph of your church that does not need to be returned we would like to include the photo with your packet of information.

Outgoing Minister:

Name _____ Res. Tele. (____) _____

Address _____

City _____ State _____ Zip _____

Vacancy has occurred because:

Future location: _____

Date leaving this ministry: _____

Minister's income has been: _____

Made up of: Salary \$ _____ Classes \$ _____ Weddings \$ _____

Benefits (Description and value)

Allowances: Manse \$ _____ Car \$ _____

Other(s)

Has wife/husband/partner received income from the church? Yes No

If yes, details and amount received:

(Note: This page is removed and placed in a confidential file in the Ministry Employment Services office—**it is not shared with candidates.**)



Release of Information Authorization

I, the Board President of _____ on behalf of the
(Name of Ministry)
Board of Trustees, authorize ministerial applicants to obtain any pertinent information regarding church history from the permanent church file in the Association's home office, including a copy of peacemaking reports if relevant.

(Board President Signature)

(Date)

Section II:

Employment Procedures & Policy

(This section lists the steps to follow for employing a minister.)

Sample Letters

(Letter #1)

Dear ____:

Your resume has been received and we thank you for your interest.

All resumes received will be given equal opportunity consideration. We have set a target date of _____ to have a minister employed. We will be in touch with you again as soon as we can give you further information on our interview schedule and the disposition of your resume.

Thank you again for your interest. We are praying for divine wisdom and guidance as we move through this important employment process for our church.

In gratitude,

(Letter #2)

Dear ____:

The Search Team and Board of Trustees have reviewed your application. Although your qualifications are very good, after prayerful review and discussion, no further consideration will be given to your application.

Our prayers are with you, knowing that the light and wisdom of God are guiding and directing you to your own right church, where you and your church are mutually fulfilled and prospered by the grace of God and the unique talents and abilities you have to offer.

God is blessing you richly.

Sincerely,

Ministry Employment Services Procedures

Association of Unity Churches International
P.O. Box 610, Lee's Summit, MO 64063
(816) 524-7414
Fax: (816) 525-4020

One of the major services of our Association of Unity Churches International is to assist its ministers and ministries as a clearinghouse in the orderly succession of leadership. Over the years, policies have been developed which have proven effective. The purpose of this published information is to acquaint all concerned with these policies in order to facilitate an orderly change of leadership. Many steps are involved in the ministry employment procedure, and they normally take place in the following manner:

1. A call is placed to the Association's Ministry Employment Services department by the leaving minister or the president of the board, indicating that an opening has occurred.
2. Our manual for Hiring a Minister will be sent to the board president. When the "Hiring Packet" (Section I) is returned to our office with the other requested documents, the open ministry will be placed on our web site and announced in our weekly Ministry Update which is emailed to all Unity ministers in the field. Such information will give a clear picture of the ministry, and provide accurate background to those ministers who express an interest in applying for this opening. This form should be completed and returned as soon as possible. Resumes will not be sent until the completed ministry employment information has been received in the Association office.
3. Ministers in the field will request additional information from our office. The ministry employment information along with the financial documents will be emailed to interested candidates from our office.

The *Recommended Bylaws for a Unity Ministry* state in **Article VI, Sec. 9 (H) Duties and Responsibilities of the Board of Trustees:** Employ a licensed or ordained Unity minister(s) through cooperation with the employment management procedures of the Association of Unity Churches;

Bypassing this office could result in employing a minister who has been suspended. Ministers, too, are required to work through the Association Ministry Employment Services office. Bypassing the approved ministry employment process could result in the minister being required to meet with a minister review team. Should you receive any resumes that did not come from the Ministry Employment Services department, please advise us.

4. If a minister decides to make formal application for an open ministry, the minister will prepare an updated resume, sign and date a "Release of Information Authorization" form and forward it to the Association office. Upon receipt, the resume and release will be emailed to the ministry seeking new leadership.

5. The Board of Trustees may appoint a Search Team of 6-8 persons depending on the size of the congregation. Nominees may be accepted from the congregation. (No member of the staff and no licensed Unity teacher should serve on the committee.) The Search Team may recommend a Chair for the committee to be approved by the Board. One Board member is a liaison to the Board and should not be the Chair of the Search Team. Various groups within the church may be represented. (Youth education, adult education, singles, couples, charter members, new members) The Search Team makes recommendations only to the board. The board makes the actual selection of the new minister.
6. Generally the Search Team will review the resumes and applications and select three or four (maximum) for further consideration. Often telephone interviews are scheduled which help to narrow the number invited to visit. Much can be learned from a one-on-one telephone conversation. The process should be handled as rapidly as possible for the best interests of both the candidates and the open ministry. Usually the candidates will be invited to speak on successive Sundays, beginning on the earliest convenient date. The minister and the board are responsible for working out a mutually agreeable decision on who is responsible for handling the cost of a non-refundable ticket should the tryout visit be cancelled. The cost of transportation and accommodations for ministerial candidates to visit is the ministry's financial responsibility.
7. As soon as the list of prospective candidates has been selected and the Board has approved the list of candidates, the Search Team will call the candidates to work out a mutually agreeable time for the visit and also advise the Association's Ministry Employment Services of its choices. It is very important to inform the Ministry Employment Office of the candidates so that accurate information can be shared when other ministers inquire about the opening.
8. After the candidates have been heard, references and previous church board members have been called, and prayer work has been done by all concerned, a decision is made by the Board. When agreement is reached on the succession of leadership, the Board is encouraged to submit a letter of confirmation containing the details of the agreement as understood by its members to the new minister, and to the Association office.
9. The Board of Trustees will notify all other candidates of the choice that has been made.
10. The ministry will accept the responsibility for the cost of moving its new minister, his/her family, and household goods to the new location, including reimbursement of minister's gas mileage and expenses for the trip to new location. Should the minister choose to leave a ministry before two full years of service, it is the minister's responsibility to reimburse the ministry a percentage based on his/her length of service.

We recognize in creating a structure of this kind for ministry employment that: All employment occurs through the activity of Spirit, based upon the consciousness of all concerned. Trust the process and let go and let God's work be done through all.

Minister's Compensation:

At the time of a change in leadership in a ministry, the board is faced with the responsibility for serious consideration of adequate remuneration for the new minister. The following paragraphs are presented with the hope that they will serve as guidelines for the prayerful consideration of a board seeking new leadership. In keeping with the principles of Truth understood and taught by Unity, we recognize the direct connection between the prosperity consciousness of a minister and that of the ministry that s/he serves. A Unity minister is a highly qualified professional rendering a specific service, and his/her professional status would be of primary concern to a board thinking in terms of compensation.

In order to attain the ideal of an open-ended compensation structure, our Association recommends three specific areas of remuneration. First, based upon the financial position of the ministry, a reasonable base salary should be guaranteed. The base salary should be generous and one that will allow a minister to meet his/her living costs. Generally, this portion of the compensation is computed on a monthly basis and should be reviewed annually. The second area or channel of compensation should be a predetermined bonus package of the increase brought into the ministry through the general fund by the consciousness and efforts of the minister. The third area of compensation includes contributions to the minister for weddings, funerals, counseling, and, in some instances, classes that she/he teaches.

Manse allowance should be an amount sufficient to cover rent or house payment, furnishings, utilities, maintenance (upkeep), and insurance (either on house and contents or, in the case of rental quarters, what is known as "tenant's insurance"). This figure should be included in the minutes of the board meeting after the new minister is employed, and knows what his/her housing expenses will be. The manse allowance should be recalculated and reported annually in the minutes of the board thereafter. This fulfills the requirements of the Internal Revenue Service and makes this amount deductible from income before taxes. Check our web site at www.unity.org. On the left sidebar, go to Ministries & Leaders, then click on Ministers. On the right side of the screen find valuable information regarding taxes and pension.

It is also desirable to establish a car allowance to help cover insurance, maintenance and mileage (for church use only). This amount, too, must be specifically set forth in the minutes of the board meeting and repeated annually, providing a further tax advantage for the minister.

If not already provided for in the initial agreement, the board of trustees of every ministry is urged to give prayerful consideration to providing for its minister opportunity for participation in the Association's retirement program (403(b) plan). This plan is administered by M & I (Marshall & Ilsley Trust Company: www.mitrust.com). Additional information on these benefit programs is available through the Vice President of Finance in the Association office. If minister participates in Association's plan, manse may be declared upon retirement.

At least three week's annual paid vacation, preferably four weeks, should be provided for any minister. Also, it is important to the effective functioning of our movement that all ministers participate in both the national and regional conferences. Most ministries cover the expense of

such participation for the ministers. Attendance at such conferences should not be considered part of your minister's vacation time, even though she/he may be away from the local ministry. The cooperation of the local board of trustees in assuring that its minister can attend these conferences, and its willingness to cover the expense involved, will not only benefit the movement as a whole but the local minister and ministry as well. Required postgraduate courses are offered to all ministers at both the national and regional conference. This involvement assures that our minister's skills are constantly being upgraded and that they are growing in their service to humankind. (A copy of a model contract is enclosed for your use.)

A Word About Tapes, CD's DVD's:

Occasionally a ministry board will request that candidates send an audio/CD/DVD as a part of the pre-screening process. Be aware that this type of media does not convey the charisma of the candidates involved. (It is sometimes difficult for newly-graduated ministers to honor this request; however, many ministers are willing to send one if requested.)

Transitional Leadership*:

In some instances, depending upon the circumstances surrounding the vacancy in a ministry, it is valuable to consider the possibility of transitional leadership. Our Association continues to develop a staff of capable, qualified, experienced ministers available for transitional leadership who can render a tremendously valuable service to a ministry undergoing a change in leadership, especially where there is a need for a healing consciousness to be established. When it seems advisable to the ministry board and the Director of Ministry Employment, a ministry can arrange through the Association office for this specific assistance. When a transitional minister is employed, the local ministry is responsible for round-trip transportation, reasonable temporary living quarters, and an equitable remuneration. Informational material is available through the Director of Ministry Employment if needed.

*The transitional minister is ineligible for the permanent ministerial position.

The developmental tasks of the transitional minister are:

1. Coming to terms with history
2. Education about the impact of changing sizes of congregations
3. Discovering a new identity
4. Allowing needed leadership change
5. Renewing denominational linkage

Associate or Assistant Ministers:

The senior minister may invite a minister, with approval from the board, to serve as associate minister. Generally speaking, an assistant minister has little or no experience. An associate minister may have some experience, although not always. Generally both are directly responsible to the minister—if a church has an associate and an assistant minister, the senior minister may ask the assistant to report to the associate. Both an associate and an assistant minister should be licensed or ordained through the Association of Unity Churches International. (When succession of senior leadership occurs in a ministry where there is either an assistant or an associate minister also serving, it does not necessarily follow that she/he will succeed to the leadership or, indeed, that she/he will be retained as a member of the staff.)

Section III:

Candidate Processing and Review

(These worksheets are used to evaluate resumes.)

Candidate Processing Worksheet

Candidate Information	Date	Name, other information	Yes	No	Maybe
Candidate's Name:					
Resume received on					
Acknowledgement letter sent:					
Audio/Video received:					
Acknowledged media received:					
Media viewed on:					
Search team viewers (names):					
Knows whom in this ministry?					
Currently employed in a ministry?					
If yes, where?					
If yes, ministry position					
If yes, date available for this position					
If no, date available for this position					
Phone interview?					
Phone interview location					
Search Team members					
References checked?					
Search Team checkers (names)					
Able to check present ministry?					
Reference check done on					
2 nd phone interview needed?					
If yes, date					

Phone interview location					
Search Team members					
Consider further?					
If no, reject letter sent on					
Search Team recommends weekend interview?					
Board recommends weekend interview?					
If no, reject letter mailed on					
If yes, 1 st choice interview weekend date					
2 nd choice interview weekend date					
Transportation mode to our city					
If airplane, # of tickets					
Hotel/motel name					
Search Team reservationist(s)					
What is support system?					
Interview/tryout weekend date					
Arrival date/time					
Airport pick-up by					
Departure date/time					
Have candidate back to airport by					
Board host					
Search Team host					
Tour Guide host					
Candidate withdrawal date					
Withdrawal reason					

Candidate Review Worksheet

Candidate: _____

Listed below are areas for possible consideration when reviewing a candidate's resume: (Put an "X" in the box of each item you feel has been favorably reflected in the candidate's resume. Total the "X's" for overall rating.)

- Visionary/Planner/Organizer
- Communication
- Human Relations
- Leadership
- Chaplaincy/Pastoral
- Spiritual Counseling
- Administration
- Degree Bachelor's
- Degree Master's
- Doctorate or Ph. D
- Expression of enthusiastic, positive approach to life
- Stability in professional career path
- Expression of Goals & Objectives
- Credentialed Unity Leader
- Ordained Unity Minister (would also qualify as a Credentialed Unity Leader)

Comments/Questions:

Overall rating: **Candidate's Rating** _____

- 5 = Outstanding: definitely bring for site visit
- 4 = Shows promise: has definite strengths
- 3 = Is satisfactory, but I have some concerns
- 2 = Doesn't measure up
- 1 = Absolutely NO

Section IV:

Job Interviews

(Guidelines for both the minister and the board for the interviewing process.)

Job Interviews

- Focus on the job (ask questions that are job related).
- Be consistent (ask consistent questions of all applicants).
- Watch your language (make no comments that imply prejudice for or against any group based on sex, sexual orientation, age, race, etc).
- Be willing to accommodate (provide reasonable accommodations for those with disabilities).
- Keep fair and accurate records (document after or during every interview).

Questions about the following are **inadvisable** to ask:

- Race or color
- National origins
- Arrest records
- Marital status
- Sexual orientation
- Age
- Childcare arrangements

This guide is provided to assist you in understanding and applying principles of equality in interviews. It is not an exhaustive compilation of all acceptable and inadvisable pre-employment inquiries. The questions considered inadvisable, unless otherwise explained, may constitute evidence of discrimination.

	Acceptable	Unacceptable
Race or Color	None unless required for EEO reporting on a form separate from the application	Applicant's race or skin color
Conviction Records	Inquiry into actual convictions if substantially related to applicant's ability to perform a specific job	Inquiries about convictions unrelated to job requirements
Military Service	Military experiences or training if job related	Type or condition of discharge. Inquire into military service of another country
Credit Records	None, unless job related	Inquiries about charge accounts, credit rating, including bankruptcy or garnishments
Religion	None, except where religion is a bona fide occupational qualification.	Applicant's religious affiliation, church, parish or religious holidays observed.
Availability for work on weekends	If asked of all applicants and it is a business necessity for the person to be available to work weekends and/or evenings.	Any inquiry about religious observance
Childcare	None, unless job related and asked of all applicants	Any inquiry unrelated to job requirements.

Height/Weight/ Physical appearance	None, unless job related	Any inquiry of physical appearance or handicap that is unrelated to job requirements.
References	Name of professional and/or character references	Name of applicant's pastor or religious leader
National Origin	None, except where national origin is a bona fide occupational qualification	Applicant's lineage, descent, ancestry, national origin, parentage or nationality of applicant, applicant's parent or spouse
Birthplace & Residence	Applicant's place of residence, length of applicant's residence in city where employer is located.	Birth place of applicant, applicant's spouse, parents, or other relatives; birth certificate, baptismal certificate or naturalization prior to hiring.
Language	Languages applicant speaks or writes fluently, if job related	Applicant's mother tongue, language used by applicant at home, how applicant acquired the ability to write, read or speak a foreign language
Name	Whether applicant has worked under a different name where necessary to permit a check of work or education records.	The original name of an applicant whose name has been legally changed or the national origin of an applicant's name
Marital Status	None	Whether applicant is separated, engaged, married, single, divorced or widowed.
Citizenship	Documentation to establish applicant's identity and employment eligibility	Birth place of applicant or any information not relevant to making employment decision
Age	None, except where age is a bona fide occupational qualification	Requesting age on application, using phrases such as "young, girl, boy, recent college graduate: on help wanted notices or advertisements
Sex	None, unless required for EEO reporting process on a form separate from the application, except where sex is a bona fide occupational qualification	Applicant's sex or gender
Family Status	Whether applicant has responsibilities or commitments which prevent her/him from meeting work schedules, if asked of all applicants regardless of sex	Marital status, number and ages of children, spouse's job
Pregnancy	Applicant's anticipated duration or stay on job if asked of all applicants	Any inquiry into pregnancy, medical history of pregnancy or family plans

Interview Guidelines for Interviewing a Prospective Minister

You have been guided by Spirit to select a new minister. Naturally, you want to get to know him or her better. To assist you in getting to know one another better, consider the following topics of discussion. The prospective minister will also have questions--see "Questions for Prospective Minister" which is included.

1. If the minister is currently involved in a ministry, you may want to discuss why the minister is considering leaving the present ministry. How did the minister choose your ministry as a possible future assignment?
 - a. If the minister is currently involved in a ministry, what has been its growth pattern, and to what does the minister relate that growth?
 - b. Would the minister be willing to describe a major challenge experienced in the church and how it was dealt with?
 - c. What does the minister see as a key to building a successful, thriving spiritual community?
2. What does the minister expect of a Board of Trustees? How can the board and minister work together? The vote in a board meeting is 3 to 3 and will not change; what would the minister suggest?
3. How does the minister feel about the development of youth education programs? How would the minister be involved with youth at the church?
4. How does the minister feel about the formation of groups within the church such as single's groups, couple's groups, men's groups, women's groups? Is the minister willing to promote small group ministry?
5. How does the minister feel about church membership? Does the minister feel this should be emphasized? Does the minister plan to have prospective members take specific training, such as "Lessons in Truth," prior to membership, and should prospective board members have special qualifications? What steps might the minister and key leaders implement to grow in attendance?
6. Does the minister train chaplains for hospital visitation and praying with members?
7. What role does the minister feel music plays in a church?
8. What areas of ministerial work would the minister be willing to delegate? And how does the minister feel about utilizing a licensed Unity teacher?
9. What is the minister's vision for a ministry and what short-term and long-term goals does the minister have in a new assignment?
10. What are the minister's personal goals and objectives?

11. What does the minister consider his/her strengths and his/her weaknesses?
12. What kinds of church programs and activities does the minister envision?
 - a. Strictly Unity teachings.
 - b. Intellectual, lecture-type approach, or participatory or experiential activities.
 - c. Programs that incorporate other approaches and methods with the Unity Teachings.
13. Is the minister interested in social activities in the church and what is the minister's involvement?
14. If the church is preparing for a building program, how does the minister picture his/her involvement?
15. If the minister is selected as the new minister, what does she/he see as the first three priorities to implement in that position?
16. If the minister is invited to take the position, salary and benefits are important to discuss, as well as a retirement plan, medical insurance plan, vacations, regional conferences, etc.
17. What one experience in the ministry has been of most value to you?
18. How do you take care of yourself and meet your needs . . .
 - physically
 - emotionally
 - intellectually
 - spiritually
19. What has been the greatest blessing or joy to you as a minister?
20. Tell us about a time when you communicated well. Be specific and tell us about the outcome.
21. Tell us about a time when you did not communicate well. Be specific and include the outcome.
22. Tell us about a time when you experienced a conflict with your board. What was the outcome?
23. Give us an example of a decision made regarding your ministry that did not work out well and what was the outcome? Give an example of a decision made that was successful.
24. Give us examples of how you work with teams and please be specific.

Finally, use a positive affirmation such as, "The Spirit of God guides us through this process. We give thanks that the right minister is employed at the right time and in divine order."

The Search Team and Board members should have a formal interview with the candidate and the minister will also want to interview the Board. Time should also be scheduled for friendly informal gatherings.

Questions a Prospective Minister May Ask

There are not only many things that the church wants to know about the candidates; they also want to know about the congregation. Some of their questions may be answered before their interviews. Here is a checklist of things they may want to know about your church:

- General financial make-up of the congregation--lower, middle, or upper income.
- Cultural and educational background of the congregation.
- Type of neighborhood where the church is located; this often indicates a ministry's potential and program.
- Average attendance at the various services.
- Statistics of decrease/increase of membership, attendance & finances over recent years.
- Present financial condition of the ministry including any indebtedness.
- Immediate or future building plans.
- Ministry's bylaws.
- Policy of the ministry concerning paid musicians, i.e. soloist, choir director and organist.
- Provision for assistants and other staff; their duties and to whom they are responsible
- Provision of a manse. Is the manse suitable?
- The esteem (or lack of it) for the previous minister and his/her reasons for leaving.
- Is the ministry multiracial, and if not, is there an effort to create diversity?
- Is there potential for future growth and room for expansion?
- Evidence that the ministry is run by one person or a small core of dictatorial members?
- Does the church tithe?
- Is there an adequate ministry study for the minister?
- Is ministry in good repair, or is it in need of much interior decorating and modernizing?
- How are the heating system, air-conditioning, ventilation/lighting of the building?
- Are Youth Education facilities adequate? Are teachers trained? Are there two teachers in each classroom? Is the youth education material being taught up to date?
- What is the quality of work done by the church staff, such as the secretary? The neatness of the church bulletin is often an indication here
- Is there an atmosphere of friendliness? Were the greeters at the door acting mechanically, or was there a genuine attitude of welcome?

- What musical ability is evident? Is this a strong, weak, or sore point to the church? Is musical staff adequate?
- Does church provide a nursery?
- What youth meetings and programs does the church have?
- What are programs for young couples, college age, and adults?
- What is ministry's policy toward use of the building for weddings and funerals of non-members? Has the Board approved a policy manual for the church?
- What is ministry's attitude toward building usage, such as: renting to other groups, drinking, smoking, dancing, church bazaars, bingo and potluck suppers?
- What is provided for the minister's annual vacation? How long?
- Is there any provision for minister's car expenses?
- Is there a provision in the salary agreement for annual cost-of-living adjustments?
- Does the church provide health and medical insurance?
- Does the church pay social security payments and provide other retirement benefits?
- Does the church encourage the minister to take off two days a week?
- How much time per year is granted to the minister to be away for special meetings, speaking engagements, and national and regional conferences?
- What allowance in time and/or money is provided for educational opportunities?
- What duties are expected of the minister's spouse?
- Does the church have a mission statement and purpose statement? What are they? What plans/goals does the board have for short-term--1-3 years, and long-term--5-10 years?
- What ministry teams are functioning?
- Is there a city ministerial association and was the former minister active?
- Is there a job description for the minister?
- Are contributors and congregants that tithe thanked for their gifts?
- Are there job descriptions for other paid employees?

We recommend that the candidates know much of this information about a church before accepting any position, and knowing these questions ahead of their interviews and arrivals will allow you to take stock of where your church is with these issues and be prepared to answer their questions.

Questions for Interviewing Candidate's References

1. In what capacity do you know the candidate?
2. Please speak to how the candidate directly affected you.
3. What would you consider the candidates greatest strength? Platform teaching, classroom teaching, pastoral care and/or administration. Elaborate on your experience with the candidate and this greatest strength
4. What area of ministry do you see the candidate needing help or support or room for improvement?
5. How would you describe the candidate's managerial style?
6. How does the minister respond to feed back and please give an example?
7. Does the minister work in collaboration with ministry teams and boards? If so, give some examples.
8. Can you remember a time when this minister took a minority position with the board and was there a time when the board was grateful for the minister taking this position? If so, give an example.
9. What can you tell us about the minister's prayer consciousness?
10. What can you tell us about this minister's prosperity consciousness?
11. Can this ministerial candidate assume all of the responsibilities of a senior minister of a growing, thriving congregation? Be specific in expressing your answer.

You may ask additional questions, but this gives you some ideas to begin interviewing.

Background Reference Checks

Background Verifications:

Member ministries have two options for obtaining pre-employment background verifications of prospective employees, when hiring for example someone to work in your Youth Education Department. Employment can also be construed to mean engaging the services of volunteers, especially if serving with youths. Some of the background verification reports available are criminal records, education verification, professional licenses and ordination confirmations, social security number trace, previous employment, motor vehicle, and reference interviews.

Internet Agencies:

The Association of Unity Churches highly recommends two options for background verifications with one of the following Internet companies:

First Option: ChoicePoint Services, Inc.

1000 Alderman Dr.

Alpharetta, Georgia 30005

To view this provider log into their secure website at:

www.employment.screennow.com

As a client of ChoicePoint®, any member ministry agrees to restrict the use of the information in the reports to personnel employment selection or retention purposes only and agrees to abide by the Fair Credit Reporting Act. To use this service log into the Internet site and view information about ChoicePoint® prior to signing up for the service. This will allow you to see if the company will be a helpful resource for what you are seeking. If so then you can sign up [register] with the company. Once you have registered to use ChoicePoint® as your preferred background-screening provider, allow for five working days in order to have your application for registration approved. Approval is necessary due to the confidential information that the company provides on individuals; approval insures that the information sent will go to a legitimate company and contact person.

ChoicePoint® is a paperless system, dealing with Internet access for your searches, and communication responses by e-mail when your search is completed. New users have access to all background reports available except Motor Vehicle Records and Credit Reports. Additional information confirming your company is needed for these reports along with a call to ChoicePoint® for activation and approval.

ChoicePoint® is user friendly and provides product descriptions, pricing, sample reports, user guide, information on federal laws pertaining to background searches, customer support services, and authorization forms to allow for easy access to the system.

Second Option: Reducing the Risk

www.reducingtherisk.com [making your church safe from child sexual abuse]

“Reducing the Risk” gives a detailed explanation of the total package in screening starting with an application, interview, references, and then background checks. This Internet

service also provides online seminars, library, and a support system. This website enables your ministry to provide comprehensive training to both employees and volunteer workers to reduce risk of child sexual abuse. The annual enrollment fee permits all members of a local congregation to access the site.

The cost to access this website is free for one-year with the purchase of the Reducing the Risk resource kit [\$49.95]. After the initial first year, the fee is \$25 per year. The resource kit, “Reducing the Risk” includes the following:

- 6 training videos on DVD [“Making Your Church Safe from Child Sexual Abuse,” “Understanding the Profile of Child Molesters,” “Selecting and Screening Workers,” “Principles of Supervision,” “Responding to Allegations of Abuse,” and “Implementing a Program to Reduce Child Sexual Abuse in Your Church.”]
- A completely revised reference book containing helpful information on each key topic.
- A new training manual with detailed lesson plans on how to use the kit in your church.
- Plus, 1-year free online support at www.reducingtherisk.com.

This website also includes online seminars with interactive exercises that provide immediate feedback. There is a comprehensive reference library of legal cases and developments that affect churches, and access to hundreds of articles. Also provided is a discussion board to ask questions, solve problems, obtain additional information, and ability to interact with other church leaders across the United States.

For more information regarding Risk Management contact the Association of Unity Churches International Education Department.

Section V:

Congregation Members' Response

(These forms are to be distributed to the congregation and board after hearing the candidate.)

Ministerial Candidate Evaluation

Candidate's name: _____

Your reactions will aid us in evaluating the quality of the speaker. Please place an "X" in the spaces provided.	Excellent (5)	Very Good (4)	Good (3)	Fair (2)	Poor (1)	Additional Comments
1. The CONTENT or MESSAGE of this lesson was:						
2. The DELIVERY of the lesson was:						
3. The speaker's ENTHUSIASM was:						
4. The MEDITATION was:						
5. On the WHOLE, I thought the service was:						
6. What is your OVERALL rating of the leader?						

7. Was this candidate able to establish a POSITIVE RAPPORT with the congregation?

Yes No

8. Was the LESSON inspirational and/or educational?

Yes No

Additional Comments:



Final Ministerial Candidate Evaluation

Indicate below your willingness to actively support and commit yourself to the ministry should one of the ministerial candidates named be selected as minister.

Name of Ministerial Candidate: _____ Yes No

Name of Ministerial Candidate: _____ Yes No

Name of Ministerial Candidate: _____ Yes No

Name of Ministerial Candidate: _____ Yes No

I heard all of the ministerial candidates. Yes No

If you missed hearing any candidate, list the name(s) here:

My first preference for minister is:

My second preference for minister is:

I am a member

I am a non-member

Additional Comments:

Please Note:

Ministry Employment policy regarding purchase and payment of airline tickets for tryout candidates

Should a commitment by either the ministry or a minister scheduled to try out as a candidate be cancelled, the minister and board are responsible for working out a mutually-agreeable decision on the cost of non-refundable tickets.

Travel Expense Reimbursement

(Appropriate expenses for church to reimburse)

Ministerial candidate speaking engagement at:

_____ (Ministry name and address)

Dates of days at church: _____

Minister candidate train/bus/airfare (receipt **must** be attached): _____

Spouse or partner travel (receipt attached): _____

Parking at departure terminal: _____

If driving personal car to church destination:

_____ at _____ per mile equals \$ _____
(mileage) (current per mile rate)

Meals while at the church:

Ministerial candidate: _____

Spouse or partner: _____

Grand Total: \$ _____

Name of Ministerial Candidate: _____

Address: _____

City, State & Zip: _____

Date: _____



Section VI:

Opening the next chapter

(Negotiating and contracting with the minister selected; announcing the new minister.)

The Minister's Compensation

Over the past several years our Association Ministry Employment Services office has been collecting compensation agreements between ministers and ministries. Out of these has evolved this list of compensations and benefits to be discussed and considered when a minister is initially employed or at the regular review.

Salary Agreement Checklist

1. Salary: Please be aware of the cost of living in your area and offer a salary commensurate with that.

Base pay amount: _____

Proportion to be manse allowance _____

2. Housing details:

___ Manse allowance. This is the portion of the minister's salary going to cover all household expenses. It should be written in the minutes and established a little high as taxes can easily be paid on the insupportable portion. If actual expenses exceed the amount claimed, it is too late to declare the additional expense as tax deductible.

___ Manse provided. Establish details of payment on mortgage, utilities, telephone, repair, redecorating, insurance, yard care.

3. Determination of additional love offerings between church and minister:

Counseling during hours _____

Counseling after hours _____

Wedding fees to church _____

Wedding love offering to minister _____

Funerals _____

Weekly Classes _____

4. Professional Ministerial Expenses:

(Option #1) _____ The church agrees to reimburse the minister on a monthly/quarterly basis for professional expenses including auto, meals, and entertainment, professional dues office supplies/postage, equipment depreciation, books and journals, telephone toll charges, materials/supplies, gifts to congregants/indigents based on credit card charges, receipts and other documentation reported directly to the church monthly/quarterly. (Not income) *NOTE: Cross out any above items not agreed to.*

(Option #2)

_____ The church agrees to reimburse the minister on a monthly/quarterly basis for professional expenses through a salary reduction plan establishing a Professional Reimbursement Account for this purpose to include all the above-mentioned items. (Not income)

5. Time and Study Benefits:

- A. Regular days off _____ (1 or 2 normal)
- B. Paid vacation time _____ (3 weeks minimum)
- C. National Conference expense _____ (Usual)
- D. Regional Conference expense _____ (Usual)
- E. Continuing Education (seminars and workshops to improve professional skills):

6. Employment Benefits:

Health Insurance _____ Tax Deferred Annuity Plan (403(b)) _____

Please consider (ministers and ministries) utilizing our Association's retirement program which allows the minister to declare manse allowance at retirement; manse may not be declared at retirement through outside retirement programs.

7. Other Benefits:

8. Church and minister determinations:

- A. To be self-employed vs. church employed
- B. Date of regular review of performance and salary

Minister's Contract Considerations

(use what works for your ministry and minister)

These are example of possible contract provisions for an agreement between a Minister and a Ministry. This document should not be considered to be a fill-in-the-blank form contract, but rather should be used as **a tool to facilitate discussion** between the Minister and the Board of Trustees regarding each area.

It should always be remembered that each Board/Minister relationship is unique and one form will not govern the many different Board/Minister relationships that exist. It also must be remembered that the principles and Truth taught by Jesus should be foremost in the minds of the Minister and Board in all their dealings with one another.

AGREEMENT effective [date] _____, by and between _____, a non-profit corporation, organized and existing under the laws of the State of _____, hereinafter referred to as the "CHURCH" and _____, a licensed/ordained Unity minister, hereinafter referred to as the "MINISTER."

Whereas this CHURCH desired to employ a Minister to devote full-time to the activities of the CHURCH, and the MINISTER desired to be so employed.

THE PARTIES agree as follows:

- 1. Employment.** CHURCH agrees to employ MINISTER, and MINISTER agrees to be employed in the capacity of Minister of _____, for a term of _____ year[s] effective [date] _____ and terminating [date] _____. In such capacity and during such term MINISTER shall act as the spiritual and administrative director of _____.
- 2. Time and Efforts.** MINISTER shall devote the time necessary to discharge the duties as Minister of CHURCH.
- 3. Minister's Duties.** MINISTER shall discharge his/her duties in conformity with the Bylaws of _____, dated _____, which are incorporated herein by reference.

4. Compensation.

(a.) **Salary**

- (1.) Commencing with the effective date of this agreement, the CHURCH agrees to pay to the MINISTER the sum of \$_____ per month as compensation for services. This salary will be reviewed on an annual basis, coinciding with the anniversary date of this agreement. Nothing in this paragraph shall be construed as preventing salary reviews on more frequent basis as may be merited.
- (2.) If the parsonage is owned by the church, then the CHURCH agrees to provide the residence located at _____, for the sole and exclusive use of the MINISTER and his/her family as part of the salary package. All costs, including, but not limited to taxes, leases or fair rental fees, mortgage payments, maintenance expenses, repairs, utility charges, and basic monthly charges for local telephone service, shall be paid by the CHURCH.

If the parsonage is NOT owned by the church, then the CHURCH agrees to provide the sum of \$_____ per month as manse allowance to the MINISTER as part of the salary package. This manse allowance generally reflects the actual costs, and includes fair rental value [or mortgage payment and down payment], lawn care, indoor and outdoor maintenance and/or decorating, all utilities, basic local telephone, home furnishings, etc. This manse allowance is excluded from taxable income to MINISTER per IRS SEC 107.

- (3.) Fees or love offerings are paid to the Minister from weddings, memorials, counseling, etc.
- (4.) **Classes or Seminars.** When the Minister conducts classes or seminars, Minister shall receive as compensation one of the following: [a] one-half [1/2] of the total income received for the class or seminar, or [b] any amount of income remaining after all expenses for the class or seminar have been deducted.

An exception to the amount of compensation received by the Minister for classes taught, would be in teaching the 4T Program or any class for which tithing is required. Compensation received by the Minister for the 4T Program should be negotiated prior to the class being taught.

- (5.) **Compensation in Outreach Work.** After all expenses of the Outreach Work have been paid, [depending on driving distance, etc. might include some expenses of the Minister] the Minister who teaches the Outreach

activity [ies], will receive one-half [1/2] of the love offering.

(b.) **Fringe Benefits.**

- (1.) CHURCH agrees to provide MINISTER with a pension fund [retirement plan] with a sum of \$_____ per month, or ____ % of the Minister's salary [total of the above 4. (1.) (a.) and (b.).] [Optional if Minister wishes to contribute also to pension fund. Minister's contribution \$_____ per month, or _____ % of their salary.] Total combined contribution by CHURCH and MINISTER shall not exceed basic salary minus manse allowance.

[NOTE: If minister participates in the Association's plan, manse allowance can be declared after retirement. Manse cannot be declared from any other program.]

- (2.) CHURCH may agree to provide MINISTER with Social Security reimbursement. A total of \$_____ per year. All ministers pay self-employment social security tax of 15.3 % on the total salary [before excluding manse allowance]. The only exception is for some Ministers who qualify, file, and are approved for social security exemption. Churches often provide an allowance to assist the minister in paying a portion or all of the social security tax.
- (3.) CHURCH agrees to provide MINISTER with an insurance premium with total sum of \$_____ per month, which may include health, disability, group term life, dental, etc. [Note: If Minister were covered under an insurance plan other full-time employees would also be eligible for coverage.]

5. **Time.**

- (a.) **Vacation.** MINISTER shall be entitled to _____ weeks paid vacation each year.
- (b.) **Sick Time.** MINISTER shall be entitled to _____ weeks paid sick time each year.
- (c.) **Days Off.** MINISTER shall have two [2] regular days off per week.
- (d.) **Holidays.** MINISTER shall be entitled to seven [7] paid holidays per year.
- (e.) **Spiritual Renewal.** MINISTER requires as part of his/her ministerial duties, time for spiritual renewal. This time shall not be considered as time off.
- (f.) **Annual and Regional Conferences.** MINISTER shall be entitled to attend the Annual Conference of the Association and of the Region which are held each

year and the CHURCH shall pay expenses incurred in attending such conferences including travel, meals, lodging, and fees. Time spent traveling to, from, and attending the Annual Conference shall not be considered vacation time.

- (g.) **Minister's Service.** CHURCH recognizes obligation of MINISTER to tithe of his/her time to the Unity Movement and to the community and agrees to pay all expenses incurred in rendering such service. Time spent in such service shall not be considered to be vacation time.
- (h.) **Sabbatical Leave.** At the completion of seven [7] years as MINISTER of this CHURCH, the MINISTER is eligible for sabbatical leave at the discretion of the Board. Such leave shall be for the purpose of personal study and enrichment in further strengthening his/her ministerial qualifications, and shall be with full pay.

The sabbatical leave shall normally be for a six [6] month period, though this may be adjusted slightly at the Board's discretion. The specific timing of the leave shall be determined on a mutually acceptable basis between the Board and the Minister.

- 6. Professional Expenses Reimbursement.** The CHURCH will give allowance/reimbursement to MINISTER for all reasonable and necessary expenses incurred by him/her in carrying out his/her duties under this agreement. MINISTER shall present an itemized account of such expenses.

The professional expense reimbursement/allowance will include:

- (a.) **Automobile:** Up to a total of \$_____ per year. [Minister can elect to deduct own auto expenses for tax purposes.]
- (b.) **Book/Subscription/Tapes:** Up to a total of \$_____ per year.
- (c.) **Continuing Education:** Up to a total of \$_____ per year.
- (d.) **National Convention/Regional Conferences:** [See 5. (f).]
- (e.) **Church Related Entertainment:** Up to a total of \$_____ per year.
- (f.) **Others:** _____ Up to a total of \$_____ per year.

- 7. Termination by Either Party.** This contract agreement may be terminated by either party by following the prevailing state and federal laws and by following the steps outlined in (a.) and (b.) below:

- (a.) By a two-thirds (2/3) majority vote of the Board of Trustees or active church

membership:

- (1.) The President and CEO of the Association of Unity Churches International is to be informed of the church's intent prior to taking any action steps to terminate the minister's employment.
- (2.) Termination by the Board of Trustees or active church membership shall include thirty [30] days standard pay, plus one [1] weeks pay for each year employed, and the continuation of health benefits coverage for ninety [90] days in the severance package.
- (3.) Severance pay is typically a minimum of one [1] month plus one [1] week additional for each year served with thirty [30] days written notice.

(b.) By the Minister:

- (1.) Thirty (30) days minimum written notice to the Board of Trustees and the President and CEO of the Association of Unity Churches.
- (2.) MINISTER receives all vacation pay.
- (3.) Cooperates fully in the employment process of the future MINISTER per Association Code of Ethics.

8. Grievance and Dispute Resolution.

- (a.) Should any grievance or dispute arise between MINISTER and the CHURCH as to the meaning, interpretation, or application of the provisions of this agreement, the parties shall meet in a good faith effort to resolve the grievance or dispute.
- (b.) If the grievance [or dispute] cannot be resolved as outlined in item (a.), the grieving party may reduce the grievance to writing and present it to the other party. The served party shall respond, in writing, within fifteen [15] calendar days of receipt of the grievance.
- (c.) If the grievance [or dispute] cannot be resolved through the above procedure[s] as outlined in item (a.) or (b.), then either party may within fifteen [15] calendar days following receipt of the response to the grievance, refer the matter to arbitration.
- (d.) The party desiring to arbitrate the grievance [or dispute] shall request the American Arbitration Association [or similar local organization providing arbitration services] to provide an arbitrator, qualified to consider and decide the issue, who can hear the matter within thirty [30] days and render a decision within thirty [30] days following the hearing.
- (e.) Expenses for the arbitrator's services and the services of the American Arbitration Association shall be borne equally by both parties, except where the dispute specifically involves the termination of this agreement [at any time other

than its expiration date] through the resignation or discharge of the MINISTER. In the latter case all expenses for the arbitration will be borne by the losing party [as determined by the arbitrator].

- (f.) The decision of the arbitrator will be final and binding on both parties.
- (g.) The arbitrator shall have no power to add to, subtract from, modify, or alter in any way the provisions and terms of this agreement.
- (h.) Copies of all correspondence relating to the grievance [or dispute] and its final outcome will be sent to the Association of Unity Churches.

9. General Provisions.

- (a.) **Notices.** All notices required, or permitted to be given under this agreement, shall be given by certified mail, return receipt requested, to the parties at the following addresses or at such other addresses as either may designate the writing to the other party.
 - Minister’s name and current address
 - Ministry’s name and current address
- (b.) **Governing Law.** This agreement shall be construed and enforced in accordance with the laws of the State of _____. The parties shall at all times endeavor to conduct themselves in accordance with the teachings of Jesus Christ and those teachings shall guide their relationship.
- (c.) **Automatic Renewal.** This contract shall be automatically renewed and extended from year to year, unless intent not to renew is given sixty [60] days prior to the end of the agreement.
- (d.) **Entire Agreement.** This agreement constitutes the entire understanding and agreement between the CHURCH and MINISTER with regard to all matters herein.

10. Savings Clause. Should any part or provision of this agreement be rendered or declared invalid by reason of any existing or any subsequently enacted legislation or by decree of a court of competent jurisdiction, such invalidation of such part or portion of this agreement shall not invalidate the remaining portions hereof, and they shall remain in full force and effect.

Executed at _____, state on this _____ day of [date] _____
CHURCH _____
[Type name of Church.]

By: _____.

[Type name and designation of persons signing. All officers of the Church should sign, i.e. President, Secretary, Treasurer.]

MINISTER _____.
[Type name of minister.]

The Press Release

Examples of when to do a press release

- Introduce a new minister or service
- Your church does something special or unusual
- Anniversary or milestone
- Receive or present an award
- Sponsor a community event
- Blessings of the pets service
- Ceremony to bless items buried in the cornerstone of a new construction, breaking ground for a new addition or dedication of a new building
- Special guests, celebrities or public figures
- Anything that impacts the community around you

Press releases should be written as an inverted triangle (most important information down to least important). The editor edits from the bottom up. Always include the “5 Ws”- who, what, when, where and why (all this should be in the first few paragraphs). Media like stories with a “local” angle.

Almost always, write **For Immediate Release** in the upper left hand corner. (Move 3-5 spaces down if you are using letterhead). Under Immediate Release, place the name and phone number of a contact person who is knowledgeable about the story. If that person is difficult to reach, use someone else. An editor may only make one attempt to call and you want someone to be available. Also include your church name, address and telephone number.

The press release should be one side, one page if possible, with wide margins and double spaced with a font no smaller than 12. Use standard symbols... **-more-** at bottom of first page and **-30-** or **###** at end of press release. Use quotes from people whenever possible. Check your facts...for example if your date and the day of the week given for an event don't match, the editor may just toss it out rather than trying to track down the correct information. Make sure there are no mistakes in spelling or grammar.

If you are having an event with a nationally-known guest speaker, include a 5x7” black-and-white photo with your news release. Photos are very important because in a page of print, our eyes move to the photos first.

Give the job of writing the press release to somebody who can write. A freelance writer or someone with a background in journalism is a good candidate. If your press release can be “popped into” the newspaper’s regular article system, you’ve got a greater chance of seeing it in print. If it’s difficult to rewrite, it’ll most likely be discarded for something easier to use.

Addendum

Definition of Terms:

A Unity Ministry

A member ministry with the Association of Unity Churches International recognized by the Association with a duly ordained or licensed member Unity Minister as its Spiritual Leader [for additional criteria, contact the Association home office].

Senior Minister

A senior minister shall be a member Unity minister duly ordained or licensed by the Association [or Unity prior to July 1, 1966] serving and in charge of an affiliated Unity member ministry. A senior minister is charged with the spiritual and administrative responsibility of the member ministry to work in conjunction with its board of trustees and oversee the activities of lessons, classes and counseling for all individuals. The senior minister is further responsible for the five areas of a Unity ministry being provided. The five areas are teaching, preaching [lessons], healing, counseling, and fellowship.

Co-Minister

In shared partnership ministries, a member Unity minister duly ordained or licensed by the Association [or Unity prior to July 1, 1966], who equally assumes the spiritual and administrative leadership role with another co-minister in a member ministry. These leaders work in conjunction with the board of trustees of the member ministry, and oversee the teaching, preaching [lessons], worship services, healing, counseling, prayer, administrative, and fellowship activities of the ministry.

Associate Minister

An associate minister shall be a member Unity minister duly ordained or licensed by the Association [or Unity prior to July 1, 1966] serving in a member ministry. He/she may be equal in ability but may function with less responsibility than the senior minister. The associate reports to the senior minister who determines the scope of the associate's responsibilities.

Assistant Minister

An assistant minister shall be a member Unity minister duly ordained or licensed by the Association [or Unity prior to July 1, 1966] serving in a member ministry. An assistant minister's skills and/or experience are less than those of a senior minister. An assistant minister may be placed in a specialized service area of the member ministry; skills and experience may thus be allowed to develop in areas of ministry operations, for a more comprehensive range of ministry service.

Section VII:

Moving Policy

(Suggestions for moving your new minister(s).)

Moving Policy

Notice: Your moving bill will be sent directly to your ministry. Payment must be made within 30 days of the date of the invoice and any claims will be handled once payment is made.

There is a general policy that ministries receiving a new minister will pay the cost of moving his/her household effects from his/her former city to the new one.

To establish a standard procedure and relieve individual ministries and ministers of as much detail and expense as possible, the following plan is offered as a service of our Association of Unity Churches International.

1. The headquarters office has established contact with the following national moving companies. Should you desire to take advantage of one of these services, under no circumstances should you contact any other North American, Allied or United Van Lines agent. Our contracts are handled through a national account with specific individual movers. Handling your move through a national account offers you certain advantages which are specified under each of the moving companies. Be sure to let the moving company know this will be a Unity move.
2. When moving from one ministry to another, contact the account coordinator for the specific moving company you have chosen. Prices vary depending upon how the load is priced—by weight, in some cases, and by the piece in others. It is recommended to get more than one price quote.
3. Carefully go over the inventory check sheet with the driver both at loading and unloading. Should there be any damaged or missing items upon arrival, you should note that on the inventory sheet and make a notation on the bill of lading. Then contact the coordinator of the moving company who will arrange for a claim form to be sent or initiate tracing procedures. A copy of your claim should be sent to the moving company.
4. You will be sent a sheet of instructions which should help you move with minimal inconvenience. Due to the nature of the moving industry, the time of year in which you move, the geographic location, the size of your load and the distance traveled, please give the mover an optional pick-up day and as much latitude as possible. The above will further enhance your chances of a good move.
5. Upon completion of the move, the bill will be forwarded directly to the ministry involved, which will then pay the carrier. According to ICC regulations, the bill must be paid within 30 days.
6. The ministry should pay for:
 - a) Complete packing
 - b) Appliance service (origin and destination)
 - c) Storage in transit not to exceed 30 days/will receive a 25 % discount.

7. The ministry will not be responsible for and will not be required to pay for moving the following or providing services related to:
- a) Firewood
 - b) Fences
 - c) Bricks
 - d) Autos, Boats, Trailers
 - e) Dogs, cats or other pets
 - f) Housecleaning
 - g) Maid service
 - h) Someone to hang draperies or pictures
 - i) Installation of gas lines or 220 volt electric lines
 - j) Installation of dryer vents or any other out-of-the-ordinary items

Approved Moving Companies/Individual Company Advantages

All Metro Movers/ National Van Lines

To schedule an estimate contact:

All Metro Movers
J.D. Bowen
13903 Century Lane
Grandview MO 64030
816-767-9000 or toll free 866-767-9090

Or visit: www.allmetromovers.com for more information.

Fry-Wagner Moving & Storage United Van Lines

To schedule an estimate for your move contact:

Kathy Dunlap, Client Services Counselor – 913-905-1012 (direct line) or 800-394-0049 ext.
278 or email: kldunlap@fry-wagner.com
Rick Marriott, Vice President Corporate Development – Ext. 224
Fry-Wagner Moving & Storage
15850 Santa Fe Trail Drive
Lenexa, KS 66219
800/394-0049 or locally at 913/541-0020

Or visit: www.fry-wagner.com for more information.

Mayflower Transit / Select Van and Storage

To schedule an estimate for your move contact:

Sue Parker
3701 N. Skiles
Kansas City, MO 64161
Office 816-455-0588 x 18

Or visit: www.mayflower.com/moving for more information.

U-Pack Moving (See attachments.)

A self-load alternative to truck rental or full-service moving for smaller or more economical moves. You pack your belongings into the Trailer or ReloCube, U-Pack drives to your new home and you unload. The church will be required to complete a credit application for this type of move.

To schedule an estimate for your move contact:

Sue Brucker
877-450-3608
sbrucker@abf.com

Or visit: www.upack.com for more information.

Note: “Approved” moving companies does *not* imply a recommendation from the Association of Unity Churches International. These companies have agreed to provide what *may* be a cost reduction and will allow 30 days before the ministry must pay for the move.