



# Hiring a New Unity Minister

## **Recommended Procedures Manual**

**Unity Worldwide Ministries  
Ministry Employment Services  
PO Box 610  
Lee's Summit, MO 64063**



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 our spiritual community. We now let go and let the activity of Holy Spirit make the right selection for our new minister and we give thanks.”

The attached manual, *Hiring a Minister*, explains Unity Worldwide Ministries’ policies and procedures for employing a new minister and includes a ministry information packet to be completed and returned to the Ministry Employment Services department.

Since a consultation regarding the transition of leadership may be needed to provide a healthier environment for the new minister, we encourage you to visit our website and for [peacemaking support](#).  
([www.unity.org/association/ministriesLeaders/churchAdmin/peacemaking/index.html](http://www.unity.org/association/ministriesLeaders/churchAdmin/peacemaking/index.html))

Once Unity Worldwide Ministries has received your completed Church Information Packet, financial information and current bylaws, your opening will be placed on our website. In addition, your listing will also be included in our *Ministers Update* email that is sent out every other Thursday evening. Interested ministerial applicants will be able to access your packet information online. Applicants interested in the position will contact the Ministry Employment at Unity Worldwide Ministries to request their resume be sent to you.

You will need to select one contact person in your ministry to receive the ministerial applicant resumes. The resumes will be sent via email in Adobe PDF file format. In addition, the applicants will be given the phone number and email information of the contact person in order to follow up. (Resumes will **not** be sent until we receive the Church Information Packet, financial statements, and a copy of your current bylaws.)

After completing and returning the Church Information Packet, the board should appoint a Search Team. Depending upon the size of the congregation, a four to six member Search Team, with at least one board member, should be adequate. It is important to use members who are actively involved in the ministry and who are willing to listen and understand the needs of the congregation. Licensed Unity Teachers and paid staff should **not** serve on the Search Team. Board members should not chair the Search Team.

After reviewing the enclosed material if you have questions please feel free to contact the Ministry Employment office. 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 to join the board and Search Team in affirming prayer. 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]

In loving service,

A handwritten signature in black ink that reads "Joann Landreth". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Joann Landreth  
Director Ministry Employment  
Unity Worldwide Ministries

## Table of Contents

<b>Basic Steps for a Unity Ministry Seeking New Leadership .....</b>	<b>4</b>
<b>Section I: Church Information Packet .....</b>	<b>6</b>
Ministry/Church Information.....	8
Contact Person Information.....	8
Locality Information.....	8
Bylaws.....	9
Congregation Information.....	9
Meetings & Classes Information.....	9
Ministry Property & Employees Information.....	10
Ministry Vision.....	10
General Financial Information.....	11
Ministry Bank & Other Depository Accounts.....	12
Ministry Indebtedness Information.....	12
Incoming Minister Information.....	13
Expectations of Incoming Minister.....	13
Board of Trustees Information.....	15
Minister Search Team Information.....	16
Additional Information to be Included.....	16
Outgoing Minister Information.....	17
Release of Information Authorization.....	18
<b>Section II: Employment Procedures &amp; Policy .....</b>	<b>19</b>
Sample Letters.....	20
Ministry Employment Services Procedures.....	21
Minister’s Compensation:.....	23
Tapes, CDs, DVDs:.....	24
Transitional Leadership:.....	25
Associate or Assistant Ministers.....	25
<b>Section III: Applicant Processing and Review.....</b>	<b>26</b>
Ministerial Applicant Evaluation.....	27
Applicant Review Worksheet.....	29
<b>Section IV: Job Interviews.....</b>	<b>30</b>
Job Interviews Guidelines – General Information.....	31
Guidelines for Interviewing a Ministerial Applicant.....	31
Information An Applicant Should Be Informed Of.....	33
Questions for Interviewing Applicant’s References.....	35
Background Checks.....	36
<b>Section V: Congregation Member’s Response and Applicant Travel Expense.....</b>	<b>37</b>
Individual Ministerial Applicant Evaluation Form.....	38
Final Ministerial Applicant Evaluation.....	39
Travel Expense Reimbursement.....	40
<b>Section VI: Minister Compensation and Contract.....</b>	<b>41</b>
Salary Agreement Checklist.....	42
Minister’s Contract Samples/Considerations.....	44
<b>Section VII: Moving Policy.....</b>	<b>50</b>
Moving Policy.....	51
Approved Moving Companies.....	53

## Basic Steps for a Unity Ministry Seeking New Leadership

### 1. **Peacemaking Determination**

The first crucial step for the health of your spiritual community is to determine if your ministry is ready to employ a new Unity minister. Visit Unity Worldwide Ministries' website at [www.unity.org](http://www.unity.org) and review the [Peacemaking](#) page to determine if peacemaking is needed. You can also email the Director of Peacemaking and Transitional Services, Rev. Stephanie Seigh at [revseigh@ptd.net](mailto:revseigh@ptd.net)

### 2. **Completion of Church Information Packet**

Once your Board and Search Team have determined whether the Peacemaking process would be needed or not; the next step is to complete the [Church Information Packet](#) attached below or available by contacting the Unity Worldwide Ministries' Ministry Employment office ([dpe@unity.org](mailto:dpe@unity.org) 816.434.6846) or on our website at [www.unity.org](http://www.unity.org).

### 3. **Return the Church Information Packet**

Send the completed Church Information Packet and required documents to:

Unity Worldwide Ministries /Ministry Employment Department  
PO Box 610, Lee's Summit, MO 64063.

### 4. **Ministerial Applicant Resumes Emailed to Contact Person**

Resumes of ministerial applicants will be sent by email to a contact person you have chosen. You can receive resumes for as long as needed to complete your search.

### 5. **Immediate Contact with Ministerial Applicant**

Upon receipt of a ministerial applicant's resume, you must immediately contact the applicant and acknowledge receipt of their resume. The applicants are eagerly looking for right employment and have resumes under consideration at other ministries. Remember to keep your applicants informed of where they stand in your process.

### 6. **Set Date to Review Resumes**

Set a date for your Search Team to review all resumes received; select several applicants to be interviewed by telephone. (See page 29 for resume review information.)

### 7. **Schedule Telephone Interviews**

Set up telephone interviews. [You can set up a free conference call service for this purpose at [www.conferenceup.com](http://www.conferenceup.com) or [www.freeconferencecall.com](http://www.freeconferencecall.com)]. After your telephone interviews, select applicants to speak at a Sunday service and interview with the board and congregation.

**8. Check References & Employment History**

Check the ministerial applicant's references and previous employment.

**9. Letters Sent to Applicants Not Selected**

After all resumes and references have been reviewed and your selected ministerial applicants have been invited; a letter should be sent to those ministerial applicants who will not be invited, thanking them for their interest.

**10. Schedule Visits by Ministerial Applicant/s**

Establish dates for applicants to interview and speak. Agreement should be reached by the board and the ministerial applicant as to who will handle the cost of a non-refundable ticket if the commitment is canceled. Consider the following schedule:

- a. Have applicant arrive on Thursday, if possible.
- b. Arrange for someone to take the applicant on tour of the city on Friday.
- c. Applicant will present a workshop—plan time for this on Saturday morning from 9:00 to 12:00 followed by a potluck lunch.
- d. Early dinner with board on Saturday evening.
- e. Sunday service followed by a question and answer period for the congregation.
- f. Search Team and board interviews.

(See page 40 for travel expense form.)

**11. Decision Letters Sent Ministerial Applicant/s**

Once a ministerial applicant will no longer be pursued by your ministry be sure to immediately send them a letter acknowledging your decision.

Please note that the words “church” and “ministry” are used interchangeably.

# Section I: Church Information Packet

The Church Information Packet is to be completed and returned to Unity Worldwide Ministries with your church bylaws, Articles of Incorporation, financial statements, and a copy of your order of service. The packet gives Unity Worldwide Ministries and interested ministerial applicants an understanding of your church profile. Resumes are sent to the church contact person only after the completed Church Information Packet is received at Unity Worldwide Ministries.

Please note that the words “church” and “ministry” are used interchangeably.

Please submit a short paragraph [approximately 150 words] for submission on our website 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 applicant at the end of your submission. Unity Worldwide Ministries' staff reserves the right to edit content if necessary.

Ministry Name: \_\_\_\_\_

In case of questions contact: \_\_\_\_\_



**Ministry/Church Information:**

(Please legibly print or type.)

Name of ministry: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Ministry website: \_\_\_\_\_

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

**Contact Person Information:**

This contact person who will receive the applicant's emailed resumes. S/he will also be the applicants' contact person for more information.

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Locality Information: Area Served**

Characteristics: \_\_\_\_\_

\_\_\_\_\_

Proximity to: \_\_\_\_\_

\_\_\_\_\_

Physical description of area: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proximity to other Unity ministries: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

**Bylaws:**

Adopted when? \_\_\_\_\_

Structured as recommended by Unity Worldwide Ministries? Yes \_\_\_\_\_ No \_\_\_\_\_

**Congregation Information:**

Size of mailing list: \_\_\_\_\_ Formal [voting or active] membership: \_\_\_\_\_

Sunday attendance:

Adult \_\_\_\_\_ Teen \_\_\_\_\_ Youth \_\_\_\_\_ Nursery \_\_\_\_\_

Special group if any [ex: YOU, women’s group, support groups, etc]:

\_\_\_\_\_  
\_\_\_\_\_

Licensed Unity teachers:

\_\_\_\_\_

Other:

\_\_\_\_\_

**Meetings & Classes Information:**

	When	Attendance	Teacher
Sunday service	_____	_____	_____
Sunday school	_____	_____	_____
Classes’	_____	_____	_____
Small group ministries	_____	_____	_____

Do you participate in any of the following activities?

Radio \_\_\_\_ TV \_\_\_\_ Tape Ministry \_\_\_\_ Live Stream \_\_\_\_ Publications \_\_\_\_

Community Service \_\_\_\_\_

Other [please list] \_\_\_\_\_

\_\_\_\_\_

**Ministry Property & Employees Information:**

Owned by ministry \_\_\_\_\_ Mortgage \$ \_\_\_\_\_ Rented \_\_\_\_\_

Land size \_\_\_\_\_ Sanctuary seats \_\_\_\_\_ Number of buildings \_\_\_\_\_

Property value: \$ \_\_\_\_\_ Land \$ \_\_\_\_\_

Buildings \$ \_\_\_\_\_ Furniture and equipment: \$ \_\_\_\_\_

Other property information: \_\_\_\_\_

Is a home provided for the minister? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please describe in detail (send picture if possible): \_\_\_\_\_

\_\_\_\_\_

Employees: [teachers, secretary, accountant, maintenance, etc.]: \_\_\_\_\_

\_\_\_\_\_

**Ministry Vision:**

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

No \_\_\_ Yes \_\_\_ One year \_\_\_ Five years \_\_\_ Ten years \_\_\_

List of goals: \_\_\_\_\_

\_\_\_\_\_

What is the focus of these goals? \_\_\_\_\_

\_\_\_\_\_

What have been the three most important events in the history of your ministry? [Include dates]

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

In the last 3 years, what activities/special events in the ministry were well attended /appreciated?

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

What does the congregation want to accomplish in the next 3 years?

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

Above information provided by: \_\_\_\_\_

Title: \_\_\_\_\_

**General Financial Information:**

Fiscal year ends when? \_\_\_\_\_ Average Monthly receipts: \$ \_\_\_\_\_

Average Monthly Expenditures: \$ \_\_\_\_\_

Average Monthly Tithe \$ \_\_\_\_\_

Are accounts audited? Yes \_\_\_\_\_ No \_\_\_\_\_ By whom? \_\_\_\_\_

Financial statements attached: Yes \_\_\_\_\_ No \_\_\_\_\_

Current cash position: \$ \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Ministry Bank & Other Depository Accounts:**

Name of banking institution: \_\_\_\_\_

Location: \_\_\_\_\_

Type of account(s): \_\_\_\_\_

Balance(s): \$ \_\_\_\_\_

Safety deposit box: Yes \_\_\_\_\_ No \_\_\_\_\_

Signatories: \_\_\_\_\_

Bookkeepers name: \_\_\_\_\_

**Ministry Indebtedness Information:**

Current bills overdue (if any): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Long-term indebtedness [state nature, security, balance, payments, interest, etc.]:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other Comments Regarding Fiscal Position:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Incoming Minister Information:**

Vacancy needs filled by what date: \_\_\_\_\_

Status: \_\_\_\_\_ full-time \_\_\_\_\_ part-time \_\_\_\_\_ temporary

Proposed salary: [must have a number / range, even if negotiable] \$ \_\_\_\_\_  
[Please offer a salary commensurate with the cost of living in your area.]

Proposed additional arrangements, benefits, insurance, manse, etc.: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Moving expenses paid by ministry (See page 50-52): Yes \_\_\_ No \_\_\_ Other \_\_\_\_\_

Describe housing, school standards, etc:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The board envisions attracting a minister whose focal point in the ministry will be:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Expectations of Incoming Minister:**

Place an "X" beside **four** of the skills categories you most desire in your new minister.

### \_\_\_\_\_ **Visionary / Planner / Organizer**

- Plans for keeping mission and vision current and in alignment
- Plans for building / financial development strategies
- Plans for ministry growth
- Plans for training youth, YOU, Next Generation, volunteers, lay leaders, etc.
- Plans for and develops marketing / public relations strategy

### \_\_\_\_\_ **Communication**

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

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**Human Relations**

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

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**Chaplaincy / Pastoral**

- Trains / or supports outside training of chaplains to make hospital visits; visit shut-ins and nursing homes; prayer with members

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**Leadership**

- Team player with board and other teams
- 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

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**Spiritual Counseling**

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

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**Administration**

- Empowers staff [paid and volunteer]
- Delegates well
- Awareness of maintaining balanced budget
- Implements appreciation letters [contributors and 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

**Other comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Board of Trustees Information:

Note: The following names, addresses, email and phone numbers will be listed on a public website. If you do not want your information listed, please leave your name off or put "Private" in the areas you do not wish made public.

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 \_\_\_\_\_



## Minister Search Team Information:

Note: Please provide the names and contact information for your Search Team members. The following names, addresses, email and phone numbers will be listed on a public website. If you do not want your information listed, please leave your name off or put “Private” in the areas you do not wish made public.

1. Name \_\_\_\_\_ Position \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_
2. Name \_\_\_\_\_ Position \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_
3. Name \_\_\_\_\_ Position \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_
4. Name \_\_\_\_\_ Position \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_
5. Name \_\_\_\_\_ Position \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_
6. Name \_\_\_\_\_ Position \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

## Additional Information to be Included:

Please include with the completed ministry packet information:

- Copy of the annual audits or financial statements covering the past two years
- Copy of the current Articles of Incorporation and bylaws
- Copy of the order of service
- Optional: Church photograph—non-returnable.

## Outgoing Minister Information:

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

Name of Outgoing Minister: \_\_\_\_\_

Home phone: \_\_\_\_\_ Email \_\_\_\_\_

Address: \_\_\_\_\_

City, St, Zip \_\_\_\_\_

Reason for vacancy: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Future location of outgoing minister: \_\_\_\_\_

Date leaving this ministry: \_\_\_\_\_

Outgoing minister's income [list also income for classes, weddings, etc]: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Benefits [description and value]: \_\_\_\_\_

\_\_\_\_\_

Allowances: manse \$ \_\_\_\_\_ car \$ \_\_\_\_\_

other \$ \_\_\_\_\_

If dollar amount under 'other' please list what the allowance is for: \_\_\_\_\_

\_\_\_\_\_

Has wife / husband / partner received income from the ministry? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, details and amount received: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



### **Release of Information Authorization**

I, the Board President of \_\_\_\_\_  
on behalf of the Board of Trustees, authorize ministerial applicants to obtain any pertinent  
information regarding ministry history from the permanent ministry file in Unity  
Worldwide Ministries' home office, including a copy of peacemaking reports if relevant.

\_\_\_\_\_  
Board President

\_\_\_\_\_  
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 ministry.

In gratitude,

\_\_\_\_\_

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### [Letter #2]

Dear \_\_\_\_\_,

The Search Team and Board of Trustees have reviewed your application. 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 ministry, where you and your ministry 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:

### Contact Information:

Unity Worldwide Ministries  
PO Box 610, Lee's Summit, Missouri 64063  
Phone: 816.524.7414 Fax: 816.875.1207

Employment of a minister who fits the needs and goals of a spiritual community is one of the most defining moments in a ministry's life. Therefore, one of the many services provided by Unity Worldwide Ministries is assisting ministers and ministries in the orderly succession of leadership in Unity spiritual communities. The Ministry Employment Services office provides guidance and a clearinghouse to help match Unity ministries with their right and perfect minister. With the support of our ministry teams, policies have been developed which effectively support ministries during this time of change. The purpose of this section is to acquaint all concerned with these policies in order to facilitate an orderly change of leadership.

**Note:** Unity ministers seeking employment are required to work through the Ministry Employment Services office. Boards bypassing this office could, unknowingly, employ a minister who has been suspended or is no longer in good standing. Bypassing the approved ministry employment process could result in the minister being required to meet with a minister/ministry review team. Should your board receive any resumes that did not come from the Ministry Employment Services Department, please advise us.

There are several steps in the ministry employment procedure, usually completed by ministry's Board of Trustee and its Search Team. Throughout the process, recognize 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.

1. The departing minister or the President of the ministry's Board of Trustees (board) contacts the Ministry Employment Department at Unity Worldwide Ministries, indicating that an opening has occurred.
2. The board obtains the "Church Information Packet" found in the [Hiring a Minister](#) packet from our website [www.unity.org](http://www.unity.org). (This is Section 1 – pages 6-18 of this packet.)
3. The board completes the "Church Information Packet" and returns it to the Ministry Employment office with all requested documents listed in the packet. This packet should be completed and returned as soon as possible as **resumes will not be sent until the completed packet has been received in the Ministry Employment office.**
4. Upon receipt of the completed "Church Information Packet", the ministry's opening will be listed on our website and announced in our bi-monthly e-newsletter, *Minister's Update*. This e-newsletter is emailed to all Unity ministers in our database. The information from the packet gives a clear picture of your ministry and provides accurate information to those ministers interested in applying.
5. Interested Unity ministers will view your ministry's information online.

6. Unity ministers who decide to make formal application to an open ministry will prepare an updated resume, sign and date a “Release of Information Authorization” form and forward it to the Ministry Employment Director. Upon receipt of the signed “Release of Information Authorization”, the minister’s resume and release will be emailed to the ministry seeking new leadership.
7. The board appoints a **Search Team** of 4-6 persons (depending upon the size of the congregation). The Search Team makes recommendations **only** to the board and the board makes the actual selection of the new minister.
  - a. Nominees may be accepted from the congregation; however, no member of the staff or licensed Unity teacher should serve on the committee.
  - b. Include a variety of groups when appointing the Search Team members, such as, new members, charter members, YOU, NGU, etc.
  - c. One board member should be assigned as a liaison to the team and should not be recommended as the Chair of the Search Team
  - d. The Search Team may recommend a Chair for the committee to be approved by the board.
8. The Search Team receives resumes from the Contact Person and reviews the resumes and applications; selecting two to four [maximum] for further consideration.
  - a. Telephone interviews may help to narrow the number invited to visit. Much can be learned from a one-on-one telephone conversation.
  - b. The review and telephone interview process should be handled as quickly as possible for the best interests of both the applicants and the open ministry.
9. The Search Team provides the list of prospective applicants to the board.
10. The board approves the list of applicants to be interviewed. The board sends letters to those applicants **not chosen** informing them of their decision.
11. The Search Team calls the selected applicants to work out a mutually agreeable time for the visit. The Search Team advises the Ministry Employment office of its choices.
  - a. It is important to keep the Ministry Employment office in the loop of communication so that accurate information can be shared when other ministers inquire about the opening.
  - b. It is suggested that applicants be invited to speak on successive Sundays, beginning on the earliest convenient date.
12. The cost of transportation and accommodations for the ministerial applicant to visit is the ministry’s financial responsibility. However, the board and the ministerial applicant work out a mutually agreeable decision regarding who is responsible for handling the cost of a non-refundable ticket should the tryout visit be **canceled**.
13. The Search Team, in consultation with the Board, establishes dates for applicants to interview and speak. Consider the following schedule:
  - a. Applicant arrives on Thursday, if possible.
  - b. Take the applicant on tour of the city on Friday.

- c. Applicant presents a workshop—plan time for this on Saturday morning from 9:00 to 12:00 followed by a potluck lunch.
  - d. Early dinner with board on Saturday evening.
  - e. Sunday service followed by a question and answer period for the congregation.
  - f. Search Team and board interviews applicant.
14. Once the applicants have been heard, references and previous ministry board members have been called, and prayer work has been done by all concerned, a decision is made by the board. (References should be checked by the Board **before** making an offer to the chosen applicant.)
  15. The board selects their final applicant and submits a letter of confirmation containing the details of the agreement, as understood by its members, to the selected applicant and to the Ministry Employment Director of Unity Worldwide Ministries
  16. The Board of Trustees notifies all other applicants of the choice that has been made.
  17. The ministry should accept the responsibility for the cost of moving its new minister, their family, and household goods to the new location, including reimbursement of the minister's gas mileage and expenses for the trip to the 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 their length of service for the original moving costs.

### **Minister's Compensation:**

During the time of a ministry's change in leadership, the board is faced with the serious responsibility of determining adequate remuneration for the new minister. The following information is presented 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 they serve. A Unity minister is a highly qualified professional who renders a specific service and their professional status should be of primary concern to a board considering terms of compensation.

In order to attain the ideal of an open-ended compensation structure our Unity Worldwide Ministries recommends three specific areas of compensation:

- A **reasonable base salary** should be guaranteed, based upon the financial position of the ministry. The base salary should be generous and one that will allow a minister to meet their living costs. Generally, this portion of the compensation is computed on a monthly basis and should be reviewed annually.
- A **predetermined bonus package** of the increase brought into the ministry through the general fund by the consciousness and efforts of the minister.
- **Contributions to the minister** for weddings, funerals, counseling, and in some instances classes that they teach.



In addition, the ministry will want to consider additional areas of compensation:

- **Manse allowance:** The 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 know 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 their 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 website, [www.unity.org](http://www.unity.org) for valuable [pension information](#).

- **Car allowance:** It is also desirable to establish a car allowance to help cover insurance, maintenance and mileage [for ministry 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.
- **Retirement program:** 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 Unity Worldwide Ministries’ retirement program [403(b)]. Additional information on these benefit programs is available through the Vice President of Finance at Unity Worldwide Ministries. If the minister participates in this plan then the manse may be declared upon retirement.
- **Paid Vacation:** At least three week’s annual paid vacation, preferably four weeks, should be provided for any minister.
- **Attendance at Regional and National Conferences:** To support our movement and the growth of the ministry it is important that all ministers participate in both the national and regional conferences. Most ministries cover the expense of such participation for the minister(s). Attendance at such conferences should not be considered part of your minister’s vacation time even though they may be away from the local ministry.

Regional and national conferences provide a number of valuable learning and networking opportunities for ministers and lay leaders alike. In addition, required postgraduate courses are offered to all ministers and licensed Unity teacher at these conferences. This assures the minister’s skills are constantly being upgraded and that they re growing in their service to humankind.

### **Tapes, CDs, DVDs:**

Occasionally a ministry board will request that applicants 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 applicants involved. It is sometimes difficult for newly graduated ministers to honor this request; however, most ministers are willing to send one if requested.

## **Transitional Leadership:**

Depending upon the circumstances surrounding the vacancy in a ministry, it is valuable to consider the possibility of transitional leadership. Unity Worldwide Ministries continues to develop a team of capable, qualified, experienced ministers, trained in the peacemaking process, who available for transitional leadership. Although these transitional ministers may not be selected for a permanent position, they provide a tremendously valuable service to a ministry undergoing a change in leadership. This service is especially needed where there is a need for a healing consciousness to be established.

If it seems advisable to the ministry's board and the Director of Ministry Employment, Unity Worldwide Ministries can arrange for this valuable 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 may **not** be selected or a applicant for the permanent position.

The developmental tasks of the transitional minister are:

- Coming to terms with the spiritual community's history
- Education about the impact of changing sizes of congregations
- Discovering a new identity for the spiritual community
- Allowing needed leadership change
- Renewing denominational linkage

## **Associate or Assistant Ministers:**

With board approval, the senior minister may invite a minister to serve as an associate or assistant minister. Generally speaking, an assistant minister has little or no experience. An associate minister may have some experience, although not always. Both an associate and an assistant minister should be licensed or ordained through Unity Worldwide Ministries.

Generally, associate and assistant ministers report directly to the senior minister. However, if a ministry has both an associate and an assistant minister, the senior minister may ask the assistant to report to the associate.

When a vacancy of the senior ministerial leadership occurs in a ministry where there is an assistant or associate minister serving, neither should be automatically allowed to move to the senior minister role. Nor will they automatically be retained as a member of the staff—the decision for retention rests with the board and incoming senior minister.

# Section III: Applicant Processing and Review

The following worksheets are used to evaluate resumes.

## Ministerial Applicant Evaluation

Ministerial Applicant \_\_\_\_\_

Applicant Information	Date	Comments	Yes	No	Maybe
Resume received on					
Acknowledgement letter sent					
Audio / Video received					
Acknowledged media received					
Media viewed on					
Search team viewers [names]					
Knows anyone 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					
Search team members [names]					
Search team members checking references [names]					

<b>Applicant Information</b>	<b>Date</b>	<b>Comments</b>	<b>Yes</b>	<b>No</b>	<b>Maybe</b>
References checked					
Present ministry checked					
Reference check done / date					
2 <sup>nd</sup> phone interview needed					
If yes, date scheduled					
Search team members 2 <sup>nd</sup> phone interview completed					
Consider further?					
If no, reject letter sent; date					
Search team recommends weekend interview					
Board recommends weekend interview					
If yes, 1 <sup>st</sup> choice weekend interview/tryout date					
2 <sup>nd</sup> choice weekend interview/tryout date					
Interview / tryout weekend date selected					
Search team member taking care of reservations					
Arrival date / time					
If airline- # of tickets, airline & flight #					
Transportation airport to city / person transporting					
Hotel / motel name – registration made					
Departure date and time					
Transportation to airport / person transporting					
Have applicant back to airport by what time					
Board member host					
Search team member host					
Tour guide host					
Applicant withdrawal date					
Withdrawal reason					
Letters sent to applicants not selected					

# Applicant Review Worksheet

Applicant Name:

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Listed below are areas for possible consideration when reviewing an applicant's resume. Put an 'x' in the box of each item you feel has been **favorably** reflected in the applicant's resume. Total the boxes marked for overall rating.

- Visionary / planner / organizer
- Communications
- Human Relations (observe listening, communication, and compassion skills)
- Leadership
- Chaplaincy / Pastoral
- Spiritual Counseling
- Administration
- Degree Bachelor's
- Degree Master's
- Doctorate or PhD
- Expression of enthusiastic, positive approach to life
- Stability in professional career path
- Expression of goals and objectives
- Credentialed or ordained Unity leader

**Overall rating:**

**Applicant's rating:**

- 
- 5 = Outstanding, definitely bring for site visit
  - 4 = Shows promise, has definite strengths
  - 3 = Satisfactory, but I have some concerns
  - 2 = Does not measure up
  - 1 = Absolutely no

**Comments / Questions:**

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# Section IV: Job Interviews

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

## **Job Interviews Guidelines – General Information**

- Focus on the job position; ask questions that are related to that position.
- Be consistent; keep questions simple and ask the same questions of all applicants in initial interviews. Before interviews create a standard list of questions to insure consistency. You can ask specific, individualized questions of the applicant later, should the need arise.
- 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.

To assist you in understanding and applying principles of equality in your interviews, we recommend that prior to interviewing applicants you print and read the [pre-employment inquiry guide](#) example found at:

<http://www.gvsu.edu/forms/hro/hiringSupervisorResources-Pre-EmploymentInquiryGuide.pdf>

## **Guidelines for Interviewing a Ministerial Applicant**

You have been guided by Spirit to select a new minister. Naturally, you want to get to know them better. The Search Team and Board members should have a formal interview with the applicant. The applicant will also want to interview the Board. Time should also be scheduled for friendly informal gatherings.

We recommend that prior to your interview with the applicant you create a list of questions/topics and determine who will ask what. This preparation will insure that all your community's priorities and desires are addressed and will support a comfortable experience for all. To assist you in getting to know one another better consider the following topics and questions.

- If the ministerial applicant (applicant) is currently involved in a ministry you may want to discuss why they are considering leaving.
- How did the applicant choose your ministry as a possible future assignment?
  - If the applicant is currently involved in a ministry what has been its growth pattern and to what does the applicant relate that growth?
  - Would the applicant be willing to describe a major challenge experienced in the ministry and how it was dealt with?
  - What does the applicant see as a key to building a successful, thriving spiritual community?
- What does the applicant expect of a Board of Trustees? How can the board and applicant work together?
- How would the applicant promote/develop an intentional plan for spiritual development within the spiritual community?



- How does the applicant feel about the development of youth and young adult education programs?
  - How would the applicant be involved with youth/young adults at the ministry?
  - How has the applicant been involved with youth/young adults in the past?
- How does the applicant feel about the formation of groups within the ministry such as YOU, NGU, singles, couple's, men's, or women's groups?
- Is the applicant willing to promote small group ministry? What has been their previous experience with small group ministry?
- How does the applicant feel about developing lay leaders within the ministry?
- How does the applicant feel about membership criteria in the ministry?
  - Should membership be emphasized?
  - Does the applicant plan to have prospective members take specific Unity basics training, such as "Lessons in Truth," prior to membership?
  - Should prospective board members have special qualifications?
  - What steps might the minister, board and key leaders implement to grow attendance?
  - What steps might the minister, board and key leaders implement to develop and support new leaders within the ministry?
- Does the applicant train chaplains for hospital visitation and praying with members?
- What role does the applicant feel music plays in a ministry?
- What areas of ministerial activities would the applicant be willing to delegate?
- How does the applicant feel about utilizing and supporting licensed Unity teachers and applicants?
  - Please give examples of how they have worked with LUTs and LUT applicants previously.
- What is the applicant's general vision for a ministry?
- What short-term and long-term goals does the applicant have in a new assignment?
- What are the applicant's personal goals and objectives?
- What does the applicant consider their strengths and weaknesses?
  - What does the applicant love to do most in their role?
  - What does the applicant least like to do in their role?
- What kinds of ministry programs and activities does the applicant envision?
  - Strictly Unity teachings
  - Intellectual, lecture-type approach, or participatory or experiential activities
  - Programs that incorporate other approaches and methods with Unity teachings
  - Leadership development for lay leaders, such as teaching SEE classes
- Is the applicant interested in social activities in the ministry and what is their level of involvement in the activities likely to be?
- If the ministry is preparing for a building program, how does the applicant picture their involvement?
- If the applicant is selected as the new minister what do they see as their first three priorities?
- What one experience in the ministry has been of most value to the applicant?

- What regular self-care practices does the applicant use to meet/support their physical, emotional, intellectual, and spiritual well-being?
  - What type of sabbatical leave practice would support the applicant and ministry?
- As a minister, what has been the greatest blessing to the applicant?
- Have the applicant tell about specific experiences in their life: “Tell us about a time when you...”
  - Communicated well; be specific and include the outcome.
  - Did not communicate well; be specific and include the outcome.
  - Experienced a conflict with your board; what was the outcome
  - Made a decision regarding your ministry that did not work out well and what was the outcome
  - Made a decision regarding your ministry that was successful and what was the outcome
- Using specific examples, how has the applicant worked with teams?

Remember: 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, national conference, etc.

*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.

## **Information An Applicant Should Be Informed Of**

Not only are there many things that the spiritual community wants to know about the applicants, but the applicants also want to know many things about the community. Here is a checklist of topics a applicant may want to know about your ministry.

### Ministry Financial/Facilities

- General financial make-up of the congregation—lower, middle, or upper income.
- Present financial condition of the ministry including any indebtedness.
- Tithing Policies:
  - Does the ministry tithe/to whom?
  - Are board members required to tithe?
  - What is the tithing expectation for members?
  - Does the ministry thank contributors and congregants who tithe?
  - Is prosperity consciousness taught and practiced in the ministry?
- Immediate or future building plans.
- Are the buildings/facilities in good repair? If not, what are the plans to correct issues?
- What is the ministry’s policy toward use of the building for weddings, funerals of non-members, renting to other groups, dancing, church bazaars, bingo, potluck dinners, etc.?

### Minister Financial/Benefits

- Is there a job description and performance instrument for the minister and paid employees?

- Is a manse provided; is the manse suitable?
- Is there an adequate office/study space for the minister in the ministry?
- What is provided for the minister's annual vacation and 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 ministry provide health and medical insurance?
- Does the ministry pay social security payments and provide other retirement benefits?
- Does the ministry encourage the minister to take off two days a week?
- Is there a policy for sabbatical leave?
- Have previous ministers been encouraged to practice self-care? How?
- What is the policy regarding minister involvement on regional and national ministerial teams?
- 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/involvement are expected of the minister's spouse / partner?

#### Spiritual Community

- Type of neighborhood where the ministry is located; this often indicates a ministry's potential.
- Average attendance at the various services.
- Statistics of decrease/increase of membership, attendance, and finances over recent years.
- Cultural and educational background of the congregation.
- Is the ministry multiracial, and if not, is there an effort/desire to create diversity?
- Is there potential/desire for future growth and room for expansion?
- Youth Education: Are youth education facilities adequate? Have teachers and staff had training in sacred safety? Are teachers trained regarding curriculum? Is the youth education material being taught up to date? What are the programs or meetings for youth? Are they involved with their regional youth representative?
- Is there a nursery or child care?
- Is there an atmosphere of friendliness?
- Are there programs for young couples, college age, and adults?

#### Administrative

- Ministry's bylaws.
- Does the ministry have a policy manual?
- Does the ministry have a mission and purpose statement; what plans/goals does the board have for short-term and long-term?
- Provisions for assistants and other staff; their duties and to whom they are responsible.
- Policy of the ministry concerning paid musicians, soloist, choir director, and or organist. What musical ability is evident; is this a strong, weak, or sore point to the ministry; is the musical staff adequate?
- The community and board's relationship with the previous minister and their reason for leaving.

- The community and board's relationship with the previous minister and their reason for leaving.
- What is the quality of work done by ministry staff?
- Does the ministry take advantage of the services provided by Unity Worldwide Ministries' home office staff?

#### Regional/National Involvement

- Is the ministry involved with their region? Do they send representatives to regional events regularly?
- Is the ministry involved with the Unity movement on a national level? Do they send representatives to the Annual Unity Peoples Convention or participate on national ministry teams?
- If there is a YOU/NGU group, do they attend regional and national events?
- What ministry teams are active within the ministry, city, and region?
- Is there a city ministerial association and was the former minister active?

We recommend that applicants understand much of this information about your spiritual community **before accepting any position**. Knowing these questions ahead of their interviews and arrivals will allow you to take stock of where your ministry is with these issues and be prepared to answer the applicant's questions.

### Questions for Interviewing Applicant's References

Interviewing the applicant's reference can provide great insight and clarity regarding applicants "fitting" the needs of a spiritual community. Below are some questions you may consider asking these references.

- In what capacity do you know the applicant?
- Please speak to how the applicant directly affected you.
- What would you consider the applicant's greatest strength? Platform teaching, classroom teaching, pastoral care and/or administration. Elaborate on your experience with the applicant and this greatest strength.
- What area of ministry do you see the applicant needing help, support, or room for improvement?
- How would you describe the applicant's managerial style?
- How does the applicant respond to feedback and please give an example?
- Does the applicant work in collaboration with ministry teams and boards? If so, give examples.
- Can you remember a time when this applicant took a minority position with the board and was there a time when the board was grateful for the applicant taking this position? If so, give an example.
- What can you tell us about the applicant's prayer consciousness?
- What can you tell us about this applicant's prosperity consciousness?
- Can this ministerial applicant 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 reference interviewing.

## **Background Checks**

Background checks are a necessity to insure the safety and well-being of those in your spiritual community. Unity Worldwide member ministries have the option of choosing what agency they feel comfortable working with in running background checks on prospective ministerial applicants or employees. Background checks can be run through local agencies within your area or by researching agencies on the internet that provide background checks.

Searches for background verification should also be used for volunteers, **especially** if for those working with your youth. Some of the background verification reports available are criminal, records, education verification, professional licenses, ordination confirmations, social security number trace, previous employment, financial responsibility, motor vehicle and reference interviews.

Two options for Internet agencies are “LexisNexis” <http://www.lexisnexis.com/> , of which Unity Worldwide Ministries is a client or Volunteer Central.. For more information regarding Risk Management contact Unity Worldwide Ministries Minister/Ministry Support department.

# **Section V: Congregation Member's Response and Applicant Travel Expense**

These forms are to be distributed to the congregation and board after hearing the applicant.

## Individual Ministerial Applicant Evaluation Form

Applicant's name: \_\_\_\_\_

Your reactions will aid us in evaluating the speaker. Please place an 'x' in the space provided.	Excellent (5)	Very Good (4)	Good (3)	Fair (2)	Poor (1)	Additional comments
The content or message of this lesson was –						
The delivery of the lesson was –						
The speaker's enthusiasm was –						
The meditation was –						
Overall I thought the service was –						
What is your overall rating of the leader –						
Ability of applicant to establish a positive rapport with the congregation –						
The lesson was inspirational and / or educational –						

**Additional Comments:**

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## Final Ministerial Applicant Evaluation

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

Name of ministerial applicant: \_\_\_\_\_  
 Yes  No

Name of ministerial applicant: \_\_\_\_\_  
 Yes  No

Name of ministerial applicant: \_\_\_\_\_  
 Yes  No

Name of ministerial applicant: \_\_\_\_\_  
 Yes  No

I heard all of the ministerial applicants.  Yes  No

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

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My first preference for minister is:

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My second preference for minister is:

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Additional Comments:

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[**Note:** Ministry Employment policy regarding purchase and payment of airline tickets for tryout applicants: Should a commitment by either the ministry or an applicant scheduled to try out be cancelled, the applicant and board are responsible for working out a mutually-agreeable decision on the cost of non-refundable tickets. This should be determined **prior** to purchase of tickets.]

## **Travel Expense Reimbursement**

[Appropriate expenses for ministry to reimburse]

Dates of Visit: \_\_\_\_\_

Ministerial Applicant Name \_\_\_\_\_

Spouse or Partner Name \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Ministry Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

**Travel** [train/bus/airfare] [receipt must be attached]:

Applicant Travel \$ \_\_\_\_\_

Spouse/partner travel: \$ \_\_\_\_\_

**Parking** at departure terminal \$ \_\_\_\_\_

**Lodging** during visit \$ \_\_\_\_\_

**Meals** during visit [receipts must be attached] \$ \_\_\_\_\_

**Mileage:** if driving personal car to ministry destination:

\_\_\_\_\_- \_\_\_\_\_ = \_\_\_\_\_ x .45 per mile = \_\_\_\_\_  
Starting Odometer      Ending Odometer      # of miles      Total

**Amount to be reimbursed:** \$ \_\_\_\_\_

Date report sent: \_\_\_\_\_      Date report received: \_\_\_\_\_

Amount paid \$ \_\_\_\_\_      Date sent \_\_\_\_\_

# Section VI: Minister Compensation and Contract

## **The Minister's Compensation**

Over the past several years the Unity Worldwide Ministries' Ministry Employment Services office has collected compensation agreements between ministers and ministries. From this information, we have created the following list of compensations/benefits to be discussed and considered when a minister is initially employed or at the regular review.

## Salary Agreement Checklist

The following are areas that should be addressed when employing a new minister.

\_\_\_\_\_ **Salary:** Be aware of the cost of living in your area and offer a salary commensurate with that standard of living.

\_\_\_\_\_ Base pay amount

\_\_\_\_\_ Proportion to be manse allowance:

### \_\_\_\_\_ **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 addition expense as tax deductible.

\_\_\_\_\_ Manse provided: Establish details of payment on mortgage, utilities, telephone, repair, redecorating, insurance, yard care, etc.

### \_\_\_\_\_ **Determination of additional love offerings between ministry and minister —**

\_\_\_\_\_ Counseling during ministry operating hours

\_\_\_\_\_ Counseling after hours

\_\_\_\_\_ Wedding fees to ministry

\_\_\_\_\_ Funerals

\_\_\_\_\_ Weekly classes

### \_\_\_\_\_ **Professional Ministerial Expenses**

\_\_\_\_\_ Option #1:

The ministry 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 charges, materials and supplies, gifts to congregants/indigents based on credit card charges, receipts and other documentation reported directly to the ministry monthly/quarterly. [Not income – cross out any item above not agreed to.]

\_\_\_\_\_ Option #2:

The ministry 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. [This is **not** income and receipts are required.]

\_\_\_\_\_ **Time and Study Benefits**

- \_\_\_\_\_ Regular days off—2 are normal
- \_\_\_\_\_ Paid vacation time—3 weeks minimum]
- \_\_\_\_\_ National Conference expense
- \_\_\_\_\_ Regional Conference expense
- \_\_\_\_\_ National/Regional Ministry Teams expense
- \_\_\_\_\_ Continuing Education—seminars/workshops

\_\_\_\_\_ **Employment Benefits –**

- \_\_\_\_\_ Health Insurance
- \_\_\_\_\_ Tax Deferred Annuity Plan [403(b)]

Please consider [ministers and ministries] utilizing our **Unity Worldwide Ministries retirement program** which allows the minister to declare manse allowance at retirement; manse **may not** be declared at retirement through outside retirement programs.

\_\_\_\_\_ **Other Benefits –**

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\_\_\_\_\_ **Ministry and minister determinations**

- \_\_\_\_\_ Minister to be self-employed versus ministry employed
- \_\_\_\_\_ Date of regular review of performance and salary

## Minister's Contract Samples/Considerations

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.

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.**
  - (1.) **Salary**
    - (a.) 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.

- (b.) 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.

- (c.) Fees or love offerings are paid to the Minister from weddings, memorials, counseling, etc.
- (d.) **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.

- (e.) **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.

**(2.) Fringe Benefits.**

- (a.) 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 Unity Worldwide Ministries' plan, manse allowance can be declared after retirement. Manse cannot be declared from any other program.]

- (b.) 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.
- (c.) 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 during each year.
- (b.) **Sick Time.** MINISTER shall be entitled to \_\_\_\_\_ weeks paid sick time during each year.
- (c.) **Days Off.** MINISTER shall have two [2] regular days off per week.
- (d.) **Holidays.** MINISTER shall be entitled to eight [8] 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 Unity Worldwide Ministries 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. (Receipts required.)

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 Unity Worldwide Ministries 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 Unity Worldwide Ministries.
  - (2.) MINISTER receives all vacation pay.



- (3.) Cooperates fully in the employment process of the future MINISTER per Unity Worldwide Ministries 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 Unity Worldwide Ministries.

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.]

# Section VII: Moving Policy

Suggestions for moving your new minister(s).

## Moving Policy

(Information for both the new minister and Board)

**Notice** – Should the new minister choose to use one of the several national moving companies Unity Worldwide Ministries recommends (see list below), the moving bill will be sent directly to your ministry. Payment must be made within thirty [30] days of the date of the invoice and any claims will be handled once payment is made.

As a general policy, ministries hiring a new minister pay the cost of moving their new minister's household effects from their 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 Unity Worldwide Ministries:

1. Unity Worldwide Ministries' home office has established contact with the several national moving companies listed on page 47. 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 agents. Our contracts are handled through a national account with specific individual movers. Be sure to let the moving company know this will be a **Unity move**.
2. When moving from one ministry area 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 thirty [30] days.
6. The ministry should pay for:
  - a) Complete packing
  - b) Appliance service [origin and destination]
  - c) Storage in transit not to exceed thirty [30] days / will receive a 25% percent discount.

7. This 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

### Daniels' Moving & Storage—Atlas Interstate Agent

To schedule an estimate contact:

Contact: J.D. Bowen  
4800 E. 119<sup>th</sup> Street  
Grandview, Missouri 64030  
816.761.6600 or toll-free 800.821.3598  
email: [jd@danielsmoving.com](mailto:jd@danielsmoving.com)  
website: [www.danielsmoving.com](http://www.danielsmoving.com)

### Fry-Wagner Moving & Storage—United Van Lines

To schedule an estimate contact:

Kathy Dunlap, Client Services Counselor  
913.905.1010 [direct line] or 800.394.0049 x 278  
[kldunlap@fry-wagner.com](mailto:kldunlap@fry-wagner.com)

Rick Marriott, Vice President Corporate Development  
800.394.0049 x 224

Fry-Wagner Moving & Storage  
15850 Santa Fe Trail Drive  
Lenexa, Kansas 66219  
816.455.0588 x 18  
[www.mayflower.com/moving](http://www.mayflower.com/moving)

### U-Pack Moving

This is 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 relocate, U-Pack drives to your new home and you unload. The ministry will be required to complete a credit application for this type of move.

To schedule an estimate contact:

Sue Brucker  
877.450.3608  
[sbrucker@abf.com](mailto:sbrucker@abf.com)  
[www.upack.com](http://www.upack.com)

**Note:** The above approved moving companies, **does not imply a recommendation from Unity Worldwide Ministries**. These companies have agreed to provide what may be a cost reduction and will allow thirty [30] days before the ministry must pay for the move.